

# Armoral Tuttle Public Library

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## **Volunteer Policy**

The Volunteer Program is to support the mission of the Armoral Tuttle Library.

Volunteers will supplement the work done by library staff, but not replace employees.

### **Volunteers will:**

- Be required to apply for volunteer work and may be required to submit personal references.
- Be interviewed by library staff.
- Be expected to act in accordance with all Library policies.
- Be expected to wear a volunteer name badge
- Be professionally dressed with all skins covered and wear closed-toe shoes.
- Be expected to work during hours when adequate supervision is available.
- Work a schedule as arranged individually with the appropriate manager.
- Work in assigned areas only.
- Volunteers are not allowed to handle money or go behind the circulation desk.
- Be expected to notify the appropriate manager if they are unable to volunteer at their regular time.
- Be required to direct any customer questions or inquiries to Library staff.
- Be respectful to all staff and patrons using the libraries.

**Conditions of Volunteer Service:**

- Be thirteen (13) years of age or older.
- Upon interviewing if a volunteer checked the box for a felony/misdemeanor charge on their paperwork, it is the right of the Library staff to ask for further details and to enforce the volunteer to get a background check and fingerprints before they can start. The fees established by the county for the background check/fingerprints is the volunteer's responsibility.
- Library staff reserves the right to recommend termination of service of any volunteer.
- Parents or guardians of teens under eighteen (18) must sign a consent form for their children to perform service hours at the library.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Armoral Tuttle Library.

Both the volunteer and the Armoral Tuttle Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

# Volunteer Application

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**Name**

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**Address**

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**Phone number**

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**Contact Person**

**Have you ever been convicted of a Felony or Misdemeanor? \_\_\_\_\_**

**If your answer is yes:**

**When: \_\_\_\_\_**

**Reasons: \_\_\_\_\_**