

Purpose: The Brooks Public Library's Volunteer Program creates opportunities for individuals in the community to experience personal satisfaction while performing valuable service, serves as a method for area residents to become familiar with the library, and supplements the efforts of paid library staff.

1. A volunteer is a person who performs tasks for the Brooks Public Library without wages, benefits, or compensation (including travel expenses) of any kind.
2. Prospective volunteers must fill out a Volunteer Registration Form which may include a Criminal Record Check.
3. Library Volunteers will not supplant or displace established staff positions but rather are delegated to tasks that complement and enhance library services.
4. In acknowledgement of their invaluable contributions, volunteers are given appropriate orientation, training, and recognition.
5. The recruitment, training, supervision, and dismissal of volunteers are the responsibility of the Head Librarian or Designate.
6. Tasks that may be performed by volunteers:
 - 6.1. Shelving
 - 6.2. Shelf reading
 - 6.3. Delivery of materials to shut-ins
 - 6.4. Special projects
 - 6.5. Care of library plants
 - 6.6. Assistance preparing for programs

Approved by: _____

Board Chair

Date Approved: April 23, 2013

Replaces Policy: 2-A-96

Volunteer Registration Form

Name: _____

Phone Number(s): _____

Email: _____

Days and Times Available:

Would you be willing to volunteer with our Friends of the Library? _____

Teens would you like to volunteer with our Teen Advisory Board? _____

Any limitations we need to know about:

If applicable, do you agree to submit to a criminal records check? _____

Thank you for wishing to volunteer at the Brooks Public Library, we will contact you to set up a schedule.

Approved by: _____

Board Chair

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