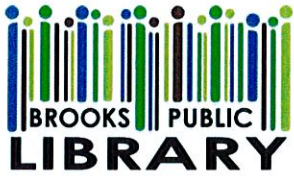


Purpose: Brooks Public Library's Volunteer Program creates opportunities for individuals in the community to experience personal satisfaction while performing valuable service, serves as a method for area residents to become familiar with Brooks Public Library, and supplements the efforts of paid library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

1. A volunteer is a person who performs tasks for 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 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 Library Manager or designate.



Approved by: 
Board Chair
Date Approved: March 22nd, 2021



**POLICY HR.7
VOLUNTEER POLICY**

ATTACHMENT A
Volunteer Registration

Name: _____ Age (if under 18): _____

Phone Number(s): _____

Email: _____

Volunteers begin with **one** hour per week. What day and time would you like to volunteer?
Please circle **one** of the following days:

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Time: _____

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

The Friends of the Library Society helps secure funds for special programming and materials that the library could not otherwise afford. The meet approximately 5 times a year.

Teens: Would you like to volunteer on the Teen Advisory Board? _____

The Teen Advisory Board (T.A.B.) helps plan teen programs, choose items for the Teen section, and more. TAB meets on the first Monday of every month.

Do you have any limitations that we should be aware of? _____

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

Thank you for your interest in volunteering at Brooks Public Library, we will contact you shortly to discuss volunteer opportunities.

Volunteer Coordinator: _____

Email: _____

Library Phone Number: 403.362.2947



Approved by:  _____
 Board Chair
 Date Approved: March 22nd, 2021