

Purpose: Brooks Public Library's Volunteer Program creates opportunities for individuals in the community to experience personal satisfaction while performing valuable service. It 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 Director or designate.



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:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Time:</b> _____

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? \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Library Phone Number: 403.362.2947

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

