

Volunteer Information Form

Approved 04-15-2024

The mission of Salisbury Free Public Library is to promote community through information, education, dialog, and celebration.

Please provide the following information:

NAME: _____

ADDRESS: _____

PHONE: Home _____ Cell _____

Email: _____

EMERGENCY CONTACT: _____

Volunteers are valued at the Salisbury Free Public Library! Volunteers are an important part of the Library. Volunteers help Library staff accomplish some of the core tasks required to provide high-quality service (see page 2). Without assistance from volunteers, Library staff would not be able to achieve the same results. The Library staff works hard to make the Library a fun and rewarding place to volunteer by providing meaningful work assignments, training, and a respectful work environment. In turn the Library seeks committed volunteers. At Salisbury Free Public Library, volunteers help with a number of different tasks; and staff will try to match a volunteer’s interests and abilities with appropriate activities. Please tell us why you are interested in volunteering at the Library.

Have you ever worked or volunteered in a library before?

Yes No If yes, please tell us where and the approximate time period

Describe your background and skill set.

Have you ever been convicted of a felony, or do you have felony charges pending? Yes
No

If yes, please provide the charges and the date:

DAYS AVAILABLE: Shifts are normally 1-2 hours (circle time available).

Tuesday am pm Thursday am pm Saturday am

Time Commitment: We prefer an ongoing commitment. Please tell us for how long you would like to commit to a volunteer job. ___ 1 year ___ 6 months ___ School Year ___ Summer ___ Other (please specify) _____

Volunteer List of possibilities - Pick top five!

- Organizing materials
- Shelf reading, shelving
- Hospitality at events
- Computer skills
- Wash toys, tables, etc.
- Prepare craft materials for programs
- Other _____
- Displays or Exhibits
- Book repair & mending
- Program support
- Accessioning materials
- Plastic covers for picture books

Please note: **Books are heavy and library work can be physical.** Please ask for help if this is a problem for you.

VOLUNTEER AGREEMENT

Volunteers give the library:

- Valuable knowledge
- Rich background of experience
- Enhanced public relations
- Wider community contact
- Diverse points of view

Volunteers are not compensated for their time.

Volunteers are not extended preferential treatment over other patrons in use of building, grounds, room reservations or future job opportunities.

Volunteers must receive training and attain proficiency to perform each function.

Volunteers agree to consult the Library Director with questions or problems concerning their work.

Volunteers will always inform the Library Director if unable to volunteer at the scheduled time.

Volunteers who need to change the conditions of their work or discontinue volunteering will notify the library director.

Volunteers are always under the supervision of the Library Director or a Board member. Volunteer commitment should be of sufficient scope and duration to justify training and management.

Volunteers are guided by the same code of conduct as all staff members of the Library in regard to cordial, respectful behavior to the public. Refrain from gossip and lengthy personal conversations.

Volunteers, like staff, are required to maintain confidentiality of all proprietary/privileged information of staff, patrons, the public and/or other volunteers. This includes contact information, records in Library computers and databases, and what items are read, borrowed or used by patrons.

Signature: _____ Date: _____

EMERGENCY MEDICAL RELEASE I give permission to receive medical treatment to be performed by qualified medical personnel and emergency services, if needed while volunteering at the Library. Doctor's Name & phone Number:

Signature: _____ Date: _____

Helpful Library Terms

Stacks – shelves of books in the main part of a library

Fiction – books that tell a story that is not real

Non-Fiction – books about real people / events / concepts

Biography – non-fiction works about people's lives

Circulation desk-- where items are checked out and in

Catalog – online system used for finding library materials

Collections – divisions within a library that organize like items such as Large Print, Easy Readers, Videos etc.

Weeding – removal of materials

Collection development – choosing which materials to include in the library collection

ILL – Interlibrary loan system for borrowing from other Vermont libraries

Shelf reading – reviewing an area of collection for correct placement of materials

Accessioning– entering all required information about an item in the online catalog

Hold – an item placed aside for an individual

Reserve- an item that is currently out, but will be placed aside for an individual when it is returned

Call Number – the precise designation and location of each item (shown on spine label)

Barcode – number stamped on each book or item