

EAGLE PUBLIC LIBRARY



“WINGS FOR YOUR JOURNEY”

# Volunteer Application

Thank you for your interest in volunteering at the Eagle Public Library. We're very pleased that you wish to become part of the library's community and sincerely hope that you find your association with the library to be a mutually gratifying experience.

Please read over the enclosed packet. It contains the Library's Volunteer Policy, a volunteer application, and a brief list of volunteer opportunities. Complete the application and return it to the Library.

We look forward to you helping us better serve your community.

Steve Bumgarner

Library Director

## Volunteer Policy

The Eagle Public Library recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. By enhancing, rather than replacing, adequate staffing levels, volunteers aid the Library in making the best use of its fiscal resources. They help connect the Library to other community groups and organizations. They are liaisons to the community and, by their contributions, are advocates for quality library service.

Eagle Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Each volunteer must complete the "Volunteer Application" which will be kept on file in the library for six months. Forms are available at the circulation desk, the youth services department, and on the library's website ([eaglepubliclibrary.org](http://eaglepubliclibrary.org)). In some cases, volunteers will be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments. The placement of volunteers is at the discretion of the Library Director or designee.

Eagle Public Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers may not staff public service desks nor use staff computers. Likewise, volunteers may not access their personal library records.

Eagle Public Library volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers work with the status of "at will" and Eagle Public Library has the right to terminate the volunteer's working association with the Library at any time, for any reason. Volunteers working in the library are covered by the City of Eagle Worker's Compensation insurance.

Volunteers may be asked to work on projects that are supportive of staff efforts. Not all volunteer opportunities are available at all times; however, some of the tasks regularly performed by volunteers include: shelving books and other materials, dusting books and shelves, shelf reading, repairing and cleaning library materials, assisting with program preparation, processing new materials, delivering library materials to home bound patrons, and other projects as available and deemed appropriate by the Library Director or designee. Volunteers are asked to record their hours of service in the "Volunteer Log Book" located in the Circulation workroom.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director, or designee, prior to being accepted for service.

Parents or guardians of teen volunteers must sign a consent form for their children to perform volunteer service hours at the Library. Teens interested in volunteering at the Eagle Public Library during summer school vacation are required to complete a volunteer application. Available volunteer positions for the summer are limited in number and the application may have a deadline for submission. Prospective volunteers are encouraged to contact the Children's Department for more information about summer teen volunteer opportunities. The same requirements and expectations for adult volunteers (as described above) also apply to teen volunteers.



# Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone(s) \_\_\_\_\_ Birthdate \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Days available    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Time available    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Is this court-ordered volunteer work? \_\_\_\_\_

Volunteer or work experience: \_\_\_\_\_

**Area of library interest** (circle all that apply – see back for brief description)

- |                           |                                    |                            |  |  |                               |
|---------------------------|------------------------------------|----------------------------|--|--|-------------------------------|
| Seed Collection           | Shelving books and other materials | Dusting books and shelving | Shelf reading (ensuring that library materials are in call number order) | Repairing and cleaning library materials | Summer Reading Program Helper |
| Interlibrary loan mailing | Assisting with program preparation | Processing new materials   | Delivering library materials to the home bound                           | Teen Advisory Board                      | Local History                 |

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of applicant's parent or guardian if under 18

Your application will be reviewed and, based upon your interests and current volunteer opportunities, a placement interview may be arranged.  
This application will remain on file for six months.

# Eagle Public Library Volunteer Job Descriptions

## **Shelving**

Hours: Flexible

Supervisor: Circulation Supervisor

Shelve a variety of library materials, from books, to dvds, to music cds. This can be a physically demanding task.

## **Shelf Reading**

Hours: Flexible

Supervisor: Circulation Supervisor

Keeping books in order is a critical job; those not in order are impossible to find when needed.

## **Dusting Books and Shelves**

Hours: Flexible

Supervisor: Circulation Supervisor

Dusting and straightening the books and shelves helps keep the Library looking neat and attractive.

## **Processing New Materials**

Hours: Flexible

Supervisor: Technical Services Manager

Help get the products to the Library's customers fast!

## **Repairing and Cleaning of Materials**

Hours: Flexible

Supervisor: Technical Services Manager

Wear and tear on materials takes its toll over time. By repairing and cleaning items, you'll help extend the life of the item and help save money.

## **Home Bound Delivery**

Hours: Flexible

Supervisor: Volunteer Coordinator

Deliver Library materials to those unable to visit the Library. Requires license and proof of insurance.

## **Interlibrary Loan Mailing**

Hours: Flexible

Supervisor: Interlibrary Loan Specialist

This is your chance to send books to libraries all around the United States.

## **Local History**

Hours: Flexible

Supervisor: Local History Organizer

Clip and file local newspaper articles into the Library's files. May work in conjunction with the Eagle Museum

## **Program Preparation Assistance**

Hours: Flexible

Supervisor: Youth Services Manager

Help prepare supplies for various programs. Great way for teens to earn community service hours.

## **Teen Advisory Board**

Hours: Flexible

Supervisor: Youth Services Manager

Work on projects and programs for your peers. Great way for teens to earn community service hours.

## **Summer Reading Program Helper**

Hours: Flexible

Supervisor: Youth Services Manager

A limited number of slots for this coveted position are available each year. You'll help the staff prepare and carry out the summer reading program. Apply early for consideration.

**Seed Collection**

Hours: Flexible

Supervisor: Library Director or designee

Process locally grown seeds for distribution during next year's planting season.