

# Bondurant Community Library

## VOLUNTEER POLICY

---

### **Definition of a volunteer**

The Bondurant Community Library defines a volunteer as a person who commits their time for the betterment of the library. Volunteers will not be paid and do not take the place of library staff. All volunteers must adhere to the guidelines listed below.

### **Purpose**

The main purpose for the Bondurant Community Library's Volunteer program is to allow citizens ages 12 and up from the community to have opportunities to help enrich and enhance the library's mission and further their own personal and professional goals. This program is designed to help a person understand the importance of humanitarian effort, learn leadership skills, responsibility, job skills, and working in a team environment. It is the right of any citizen to volunteer at the library regardless of educational, religious background, sexual orientation, race, color, disability, and national origin to participate in volunteer activities. All volunteers are subject to a background check and will sign release of such information.

### **Guidelines for Volunteers**

1. Volunteers must abide by the policies, procedures, goals and services of the Bondurant Community Library.
2. Volunteers must abide by the Patron Behavior Policy given to them during orientation. It is the right of any staff member after discussion with the director to terminate a volunteer's service.
3. Volunteers must understand that a background check will be performed prior to starting any volunteer tasks.
4. Volunteers must fill out an application before they are allowed to volunteer at the library. The application will help library staff understand a volunteer's reason behind volunteering, their schedule, and any tasks they are interested in assisting with.
5. Volunteers between the ages of 12 and 15 must have written parental permission to volunteer at the library.
6. Volunteers must understand that any personal information that is given to the staff will be kept confidential and the volunteer will sign a confidentiality agreement form.
7. Volunteers will be given an orientation by the library staff who will discuss the mission of the library, its services, and a general list of tasks that can be performed.
8. Volunteers will log their hours and describe the tasks that they completed in the volunteer log.
9. Volunteers represent the library and its staff. Volunteers will conduct themselves in a friendly and professional manner.
10. Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.

Adopted by the Bondurant Community Library Board of Trustees

11/2009

Revised: 09/2012, 10/2015

# BONDURANT COMMUNITY LIBRARY

## Volunteer Confidentiality Agreement

This is to certify that I, \_\_\_\_\_, a volunteer of the Bondurant Community Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees, as well as any other information otherwise marked or known to be confidential. I have read and understand, and have had the opportunity to have my questions answered regarding the Confidentiality Policy.

---

Signature of Volunteer

---

Date

---

Signature of Staff Member

# BONDURANT COMMUNITY LIBRARY

## VOLUNTEER APPLICATION

This agreement is intended to indicate the importance with which we treat our volunteers. The intent of the agreement is to assure you both of our appreciation for your services and to indicate our commitment to make your volunteer experience both productive and meaningful.

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

What is the best to communicate with you? (Check One) Day Phone \_\_\_ Evening Phone \_\_\_ Cell \_\_\_

School Name \_\_\_\_\_ Grade that currently in? \_\_\_\_\_

1. What hours are you available?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

2. Please tell us about your interests and skills and why you want to volunteer at the Library.

3. What made you decide to volunteer here?

4. What is your experience in working at the library?

5. Are your volunteer hours a requirement for a class, school, or other?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain).

6. Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

I, \_\_\_\_\_ agree to serve as a volunteer for the Bondurant Community Library and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Library rules and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature for volunteers between the age of twelve to fifteen \_\_\_\_\_

**It is important for the protection of our patrons that each volunteer will have a mandatory background check. Please sign below to authorize a background check.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return all applications to the Volunteer Coordinator at:**

**Bondurant Community Library**

**104 2<sup>nd</sup> Street NE/ PO Box 160**

**Bondurant, Iowa 50035**