

Volunteer Policy

A. General Guidelines

1. To become a library volunteer you must complete a volunteer application. If you are age 18 or older you must,
 - a. obtain a Pennsylvania Child Abuse History Clearance
 - b. obtain a Pennsylvania State Police Criminal Record Check
 - c. obtain an FBI Criminal History Background Check, only if you have not lived in Pennsylvania for more than 10 years
 - d. read and sign the library's Neglect, Abuse and Sexual Abuse or Molestation Prevention Policy
2. Be on time for your scheduled day of duty. If you cannot be present at your scheduled time, call the Library Director or library staff on duty.
3. Learn the policies and procedures of the library. Become familiar with the service policies and procedures. If you have any questions, ask the library director or library staff for clarification.
4. Maintain a professional attitude.
5. Treat each person as an individual, even the smallest child.
6. Encourage independence in the children as regards book selection, even while directing and guiding this selection based on the response to your inquiries as to their interests.
7. Some library jobs can be tedious, but they need to be done; do not be discouraged.
8. Don't hesitate to ask the library director or library staff for help or clarification on a matter or to share ideas you may have that could improve the library's service to patrons.
9. Technology is meant to simplify the circulation process, please ask for assistance if needed.
10. Under no circumstances is library staff, including library director, able to transport volunteers.

B. Regular Duties

1. Check in books that have been returned and, time permitting, shelve them. Otherwise, place them neatly on the cart so the shelving can be accomplished by the next volunteer or library staff. Do not place new books on the general shelves. They should be returned to the "NEW BOOKS" section.
2. Ask the library director or library staff to print a copy of the pull list, this is a list of items requested by patrons. Once the items have been pulled from the collected they can be checked in and sent to the appropriate library or prepared to be picked up.
3. If there is a special job to be done, a note will be left by the library director or library staff.
4. Tidy up the shelves, as time permits. Books should be: (1) in an upright position; (2) in alphabetical order by author if fiction, in numerical (and alphabetical) order if non-fiction; (3) in their proper category (adult fiction or non-fiction, biography, young adult fiction or non-fiction, juvenile fiction or non-fiction, easy, board books, large print, reference, audio books, music CDs, DVDs).

Adopted by the Board of Trustees 1995

Revised and Approved September 2010

Reviewed October 2011

Revised and Approved August 2012

Revised and Approved October 2020