

# **Freetown Public Libraries Volunteer Policy & Application**

The Freetown Public Libraries welcome and appreciate volunteers from the community whose contributions help expand and enhance the goals of the library. Volunteers generally provide support services to paid staff and work on special projects. Volunteers do not work at library service desks. It is important to emphasize that the use of qualified volunteers in the library is a supplement to, and not a substitute for, paid staff. Volunteers do not displace any employee from their position.

## **Selection of Volunteers**

All potential volunteers must fill out an application. Once an application is received, it will be reviewed by the Library Director. Volunteers will be contacted based on their qualifications and the library's current needs.

### **For Volunteers 18 and older:**

In order to promote security for library patrons and staff, prior to beginning as a volunteer, all applicants 18+ are required to undergo a Criminal Offender Records Information (CORI) check as a final step in the volunteer screening process. In order to complete this process, applicants must complete a Town of Freetown CORI Request Form to authorize the Town to run a CORI check.

### **For Volunteers 13-17 years old:**

If you are under 18, the library requires a letter of recommendation from a teacher, coach, etc. to be submitted with your application as well as signed consent from a parent/guardian.

**All Volunteers must agree to and sign the Town of Freetown's Volunteer Waiver and Release of Liability and Release of Claims. Indemnity, and Hold Harmless Agreement.**

## **Volunteer Guidelines**

Volunteers are:

- expected to dress in accordance with library staff
- expected to act in accordance with library policies.
- expected to reflect positive customer service attitudes to all library patrons.
- expected to report for their scheduled volunteer hours and should notify the library as soon as possible if they are to be late or absent.

## **Volunteer Assignments**

The following are some of the typical volunteer tasks:

- Shelving library materials
- Organizing and cleaning shelves
- Craft/Program prep
- Photocopying, collating, folding
- Assisting with events
- Assisting with special projects

## **Questions**

If you have questions regarding volunteering, please contact the Library Director at [library@freetownma.gov](mailto:library@freetownma.gov)

**Freetown Public Libraries  
Volunteer Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

School: (if applicable) \_\_\_\_\_ Grade: \_\_\_\_\_

**I am seeking a volunteer position to:**

- to satisfy school/scholarship/graduation requirements: need to complete \_\_\_ hours by \_\_\_\_\_
- to become a regular volunteer
- to be on call for special projects or events
- other, please explain \_\_\_\_\_

**Please list any applicable work experience, skills, or special interests:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical Requirements**

Volunteers duties may require bending, reaching, light lifting, standing, etc. Please list any physical limitations we should know about: \_\_\_\_\_

**Availability**

All volunteer hours take place at the James White Memorial Library during open hours. Please list times you are available:

Tuesdays: (10:00-7:00) \_\_\_\_\_

Thursdays: (10:00-7:00) \_\_\_\_\_

Fridays: (10:00-3:00) \_\_\_\_\_

Saturdays: (12:00-3:00) \_\_\_\_\_

**Person to Contact in Case of Emergency:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**By signing below, I agree to abide by the requirements as described in the Volunteer Policy**

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

**If under the age of 18, parental consent is required:**

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_