

Volunteer Policy

Volunteers provide our library and community with talent and skills. Volunteer tasks and projects include things that fall outside or beyond the scope of normal operations and staff duties, but which also support and enhance our mission.

A. Volunteer Application

- a. Interested individuals should contact the library director regarding available volunteer opportunities. A volunteer application must also be completed prior to beginning any volunteer work with the Monticello Public Library.
- b. A background check may be required depending upon the scope of the volunteer project.
- c. At the director's discretion, groups interested in volunteering their time to complete a service project may be exempt from filling out a volunteer application.
- d. Minors interested in volunteering at the library must have a parent or guardian signature on their application showing consent.

B. Volunteer Guidelines

- a. Volunteer work is meant to enhance the work and services the library already provides for the community. Examples of volunteer opportunities include but are not limited to: Adopt a Collection shelf maintenance, helping with large programs, help completing large one-time projects, etc.
- b. Volunteers are expected to follow the same rules and dress codes as library staff.
- c. Volunteers will not be financially compensated for any work done on behalf of the library.
- d. Individuals who are completing community service as a requirement for a probationary program or as a court mandate will be required to complete a background check and ultimate placement will be at the discretion of the director. A conviction or history of violent or sexual crimes will automatically bar individuals from the volunteer program.
- e. Volunteers may not be under the influence of alcohol or drugs during their volunteer time at the library.
- f. Volunteers operate under the supervision of the library director. The director provides guidance on approved tasks and projects.

Volunteer Application

Name

Street Address

City, State, Zip

Phone Number

Email

Why do you want to volunteer at the library?

What type of project are you interested in helping with (circle all that apply)?

Adopt a Collection

Helping with programs

Open to anything!

I agree to the attached volunteer policy and understand that I may be required to complete a background check prior to volunteering for the Monticello Public Library. All volunteer tasks and projects will fulfill the library's mission and service needs and are at the discretion of the director.

Signature

Date

Parent/Guardian Signature if under age 18

Date