

# Houston County Public Library System

## Volunteers Policy

Approved by HOUPL Board of Trustees 2018 Apr 12

### **Mission and Core Beliefs**

Thank you for your interest in HCPL's volunteer program. Volunteers play an integral part in fulfilling the Library's mission of bridging yesterday and tomorrow with information and discovery.

### **How to Become a Volunteer**

HCPL has many potential opportunities for volunteers. Look at our **Volunteer Opportunities** to see which one best fits your interests and experience. Please fill out and return a **Volunteer Application**, which is available on our website – [houpl.org](http://houpl.org). You may also pick up an application at any branch.

A coordinator will contact you to set up a time to discuss volunteer opportunities in person and to determine if your interests and skills match an available position. Potential volunteers should understand that not all branches need volunteers all the time.

This policy does not cover and does not apply to court-mandated community service.

### **What to Expect from HCPL**

- Expect tasks that are meaningful. Some tasks may seem more interesting than others but all are essential to the operation of the Library.
- Expect training needed to complete a task.
- Expect a friendly, professional atmosphere.
- Expect to be treated with courtesy by both staff and patrons.

### **Expectations of Volunteers**

- A volunteer chooses to perform services for HCPL without compensation or expectation of compensation.
- A volunteer must be officially accepted into the program prior to performance of the task.
- A volunteer completes tasks as agreed upon.
- Volunteers adhere to an agreed upon schedule.
- Volunteers will record all hours worked.
- Volunteers wear a Volunteer name tag and dress appropriately for their assignment.
- Volunteers will treat both patrons and staff with courtesy.
- Each building has a set of Emergency Procedures in place. In case of emergency, volunteers will follow the directions of library staff to either exit the building or to shelter in place.
- Volunteers 18 and older must pass a criminal background check.
- Volunteers 17 and younger will have limited duties.
- Volunteers must be 16 years old.

### **Training**

Training varies depending upon the task. One-time special events training will take place the day of the event. Ongoing positions will have thorough training before volunteers are asked to do anything on their own.

### **Advantages of Volunteering at HCPL**

Volunteers who complete ten (10) hours of service may choose a book from the new book shelf to have a book plate with their name.

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## Volunteer Opportunities

Thank you for your interest in volunteering at HCPL! Please look at the descriptions below to see if something we have is a good fit for you. Once you fill out a volunteer application form, please expect to be contacted via phone or email by a library volunteer coordinator with seven (7) business days.

**Computer Helper:** Assist patrons on the public computers. Provide help with logging in, checking email, browsing the internet, printing, and other assorted functions.

**Event Specialist:** Assigned to specific events to assist library staff before, during, and after the event. Duties may include, but are not limited to facility preparation and chair setup, greeting participants, and facility break down after the event.

**General Library Helper:** Assist with the general appearance of branch buildings including but not limited to light dusting, shelving materials, straightening shelves, wiping down computers and tables, and emptying of trash bins.

**Green Thumbs & Landscape Lover:** Assist with plant care within branch buildings, cleanup of litter outside buildings, and basic maintenance of garden beds on library properties, including weeding, dead heading plants, and raking leaves.

**Program Prepper:** Assist with preparation of crafts and other materials used in various library programs. May also be asked to help in the set up and take down of small to medium-sized child and adult programs.

**Public Relations:** Assist with marketing via taking videos and photographs at programs and events.

**Youth Volunteer:** A volunteer opportunity for those under age 18. Activities may include, but are not limited to cleaning toys, light dusting, shelving materials, straightening shelves, wiping down computers and tables, prepping for programs and special events, and handing out prizes.

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## Volunteer Application

Please print neatly and return to the branch at which you wish to volunteer.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

WORK OR VOLUNTEER EXPERIENCE: \_\_\_\_\_

SPECIAL INTERESTS OR SKILLS: \_\_\_\_\_

WHY DO YOU WANT TO VOLUNTEER AT THE LIBRARY?

CHECK THE LIBRARY LOCATION(S) WHERE YOU WISH TO VOLUNTEER:

\_\_\_\_\_ Centerville Branch

\_\_\_\_\_ Nola Brantley Memorial Library

\_\_\_\_\_ Perry Branch

AREA OF INTEREST:

- Computer Helper
- Event Specialist
- General Library Helper
- Green Thumbs & Landscape Lover
- Program Prepper
- Public Relations
- Youth Volunteer

AVAILABILITY:

Day of the week	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

AS A VOLUNTEER I AGREE:

To regard my assignment as a serious commitment and abide by the Volunteer Program Policy.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (for volunteers under 18)

\_\_\_\_\_  
Parent/Guardian Signature