

Library Volunteer Policy

It is the policy of the Library to accept qualified volunteers to assist with various tasks in the Library.

Definition of Volunteer

A volunteer is a person who is offering time and energy as a gift to the Library without compensation. He/She is under the direct supervision of the Director or Children's Librarian, who assigns his/her duties.

Responsibilities

- Upon the direction of the Director, volunteers have the opportunity to assist the staff with various tasks throughout the Library.
- All volunteers are considered to represent the Library while involved in Library activities, particularly when dealing with the general public.
- All volunteers receive no financial compensation, however he/she will still be required to conform to all the rules and regulations of the Library paid staff.

Application & Review Processes

- The minimum age to volunteer is 14 years of age.
- Persons interested in a volunteer opportunity will be required to complete an Adult or Teen Volunteer Application Form and Survey to help indicate the knowledge level of the Dewey Classification System. Adult applications are returned to the Director. Teen applications are returned to the Children's Librarian.
- The Library reserves the right to carry out the same background and references checks of a volunteer as it does for a paid employee.

Placement

- Volunteers are placed according to their skills, interests, abilities and learning goals as time resources and library needs allow.

Ray County Library

Volunteer Guidelines

The Ray County Library is very appreciative for all contributions by volunteers. Potential volunteer duties include:

- Reading shelves
- Assisting with scheduled and passive programs
- Disinfecting books
- Dusting
- Sorting craft supplies
- Straightening shelves
- Other duties as needed

Volunteers will be given duties that match their interests, abilities and learning goals as time, resources and library needs allow.

Adults with compulsory service hours must see the Library Director. Adult volunteers must:

1. Complete a short survey.
2. Be available in 2-4 hour increments when the Director is in the office.
3. Report all hours directly to the Director.

By signing below, volunteers agree:

- That they are at least 14 years old or in the 8th grade
- To be respectful to and cooperative with other volunteers, library staff and library patrons
- To ask questions when unsure of duties
- To fulfill duties to the best of their ability
- To remain in public areas unless accompanied by a staff member
- To refrain from disruptive behavior
- To be a positive presence in the library
- To a background check

Signature: _____

Date: _____

Guardian signature: _____

Date: _____

For any questions regarding volunteering, please contact Marla Ross at 816-776-5104 or rlchildrenslibrarian@gmail.com.

Ray County Library
215 E. Lexington
Richmond, MO 64085

Teen Volunteer Application

Minimum volunteer age: 8th grade or 14 years old.

Date:

Name:

Volunteer's telephone number:

Guardian's telephone number:

Email address:

Contact preference: Phone Email

Circle days you want to volunteer: Mon. Tues. Wed. Thurs. Fri. Sat.

Hours a week you can volunteer:

Organizations/ clubs/ sports you participate in:

Current grade: Current age:

Signature: Date:

Guardian signature: Date:

For questions about volunteering, please contact Marla Ross at 816-776-5104 or
rclchildrenslibrarian@gmail.com

It is the policy of the Ray County Library to provide equal volunteer opportunities without regard to race, color, religion, sex, national origin, age or handicap.

Ray County Library
215 E. Lexington
Richmond, MO 64085
Adult Volunteer Application

Date:

Name:

Volunteer's telephone number:

Email address:

Contact preference: Phone Email

Circle days you want to volunteer: Mon. Tues. Wed. Thurs. Fri. Sat.

Hours a week you can volunteer:

Are these volunteer hours required? If so, for what requirement? (Public Housing, Community Service, etc.):

Signature:

Date:

For questions about volunteering, please contact Rochelle McCaulley at 816-776-5104 or
raycounty.librarydirector@gmail.com

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