

VOLUNTEER POLICY

Library volunteers support and enhance the work of Lansdale Public Library (LPL), enriching its programs and services. The purpose of this Volunteer Policy is to protect the rights and safety of Library patrons, staff, and volunteers, as well as to preserve and protect the materials, facilities and property of LPL.

QUALIFICATIONS

All prospective volunteers must be 14 years of age or older. The state of Pennsylvania requires that all volunteers obtain criminal background, child abuse, and FBI fingerprinting clearances prior to volunteering. Volunteers aged 14-17 may volunteer without clearances, while volunteers aged 18 and older must have completed and supplied a copy of their clearances dated within the last 5 years. The clearances must be submitted to the volunteer coordinator prior to scheduling volunteer time. These clearances may take up to six weeks to process, and a volunteer cannot begin volunteering until the completed clearances have been received and reviewed by the volunteer coordinator.

COURT-ORDERED REQUESTS

LPL invites those needing to perform court-ordered community service to volunteer at the Library. In the case of court-ordered community service requests, prospective volunteers should include the reason for court-ordered community service on their application, the number of hours needed, and any deadline by which the hours of service must be completed.

In no circumstances will the Library accept individuals as volunteers who have been charged with a felony including but not limited to the following:

- Theft of any kind, including larceny, embezzlement, shoplifting, etc.
- Violence of any kind
- Illegal drug charges of any kind
- Sexual charges of any nature including indecent exposure, etc.
- Harassment
- Fraud
- Any crimes against children.

VOLUNTEERING HOURS

Volunteers can provide their preferred availability within the library's normal operating hours, but not during the first hour after opening or before closing:

Monday-Thursday: 11am - 6pm

Friday-Saturday: 11am – 4pm

Volunteering shifts are a commitment. If a volunteer will be unable to fill a volunteering shift, they must contact the volunteer coordinator with at least 24 hours' notice, except in the case of emergencies.

Frequent last-minute cancellations and/or attempts to reschedule may lead to the Library's choice to cancel a volunteer's subsequent shifts.

VOLUNTEER PLACEMENT

Volunteers are placed in positions best suited to their skills, interests and availability. LPL does not guarantee a position for each prospective volunteer and has the right to reject any application without cause. Volunteer placement is based on the qualifications of volunteer applicants, the needs of LPL at any given time, volunteer's ability to commit to a consistent schedule of hours (if required), and availability of staff time to supervise volunteers.

POLICIES

- Volunteers must abide by the LPL Rules of Conduct and other behavior policies.
- The volunteer coordinator, Library Director, and/or Board of Trustees reserve the right to disqualify someone from volunteering depending on the severity of past crimes, and/or disciplinary action within the library.
- Volunteers will be assigned one or more volunteering shifts based on their preferred availability. Volunteers may only volunteer during these assigned shifts.
- Volunteers are expected to only perform their assigned tasks. If volunteers have a suggestion for an alternate task, they must bring it to the volunteer coordinator.
- Volunteers must also be courteous to Library users. If someone asks a volunteer for help, the volunteer should direct them to a staff member.
- Volunteers must log their hours in the volunteer sign-in book, kept in the front office. A copy of a volunteer's log can be given to them at their request, and such a copy is required for court-ordered community service volunteers.

VOLUNTEER APPLICATION

Individuals interested in volunteering must submit the following information via email to volunteer@lansdalelibrary.org. The volunteer coordinator will reply within 5-7 business days.

Full (first and last; middle optional) name:

Pronouns (she/her, he/him, they/them, etc.):

Email address:

Phone number:

Birthdate and Age:

Technology Experience:

Work Experience:

Other skills and experience:

Favorite book, author, or genre:

Specify any accommodations you may require:

Motive for volunteering (school program, court-ordered, etc.):