

Chesley Memorial Library Volunteer Policy

The Chesley Memorial Library uses volunteers to perform a variety of tasks and to enhance library service to the community. Volunteers will need to develop a specific service project for the library and will submit an essay describing the project to the library trustees for approval.

Volunteers are selected based on their interests, qualifications, and the needs of the library at any given time. Selection of volunteers is the responsibility of the Library Director. A prospective volunteer must complete an application form and a background check will be required for adult volunteers who work with children. Volunteers under the age of eighteen will need to have a permission slip signed by a parent or legal guardian. Application forms of volunteers who are not selected will be kept on file for a period of one year, subject to review should a suitable volunteer position become available during that time.

Volunteers shall work during the hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his or her supervisor.

Persons who seek volunteer assignments at the Chesley Memorial Library in order to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

A volunteer selected for work on a special project will discontinue service when that project is completed, unless other arrangements have been made

CHESLEY MEMORIAL LIBRARY VOLUNTEER APPLICATION

Name _____ Date _____

Address _____

Phone _____

LIBRARY INTERESTS

What areas of library work interest you?

What would you enjoy the most?

- working** with the public
- clerical work
- creative** work
- planning and supervising special projects

SKILLS

What skills do you have?

- typing
- filing
- computer skills
- storytelling
- arts and crafts
- publicity
- other (please explain) _____

Please explain any special training or experience if applicable.

AVAILABILITY

When are you able to volunteer?

EDUCATIONAL BACKGROUND

Please list your educational background.

SIGNATURE _____

SIGNATURE OF PARENT OR GUARDIAN IF UNDER EIGHTEEN
(MUST ALSO SIGN ATTACHED PARENTAL PERMISSION FORM)

Chesley Memorial Library Parental Permission, Consent for Emergency Treatment, and Release and Hold Harmless for Volunteers Under the Age of 18.

I, _____, am the parent or guardian of _____, a minor whose date of birth is _____. I give consent and permission for my child to serve as a volunteer for the Chesley Memorial Library. I understand that my child will be performing volunteer services at the Chesley Memorial Library.

I know of no reason, medical or otherwise, that would prevent my child from performing volunteer services. I release and hold harmless the library for any loss, damage, or injury that may be sustained by my child while my child is serving as a volunteer. I will hold harmless and indemnify the library as to any claims or actions brought by a third party arising out of my child's own negligence while serving as a volunteer for the library.

I give permission and consent for the library, through its employees, to obtain necessary emergency medical care or treatment for my child, if and when needed. I will honor the direction of the library, through its appropriate employees, to suspend or terminate my child's volunteer service.

By signing this, I acknowledge and represent that I am eighteen (18) years of age or older and am fully competent. I have read the foregoing; I understand the significance of the agreement, the Release and Hold Harmless; and am signing voluntarily as an act of my own free will, intending to bind myself, my child, my spouse, my heirs, assigns and personal representative.

Signature of Parent/Guardian

Date

Address of Parent/Guardian

Telephone Number of Parent/Guardian

Chesley Memorial Library Volunteer Service Agreement

This agreement, made on _____ (date) by and between the Chesley Memorial Library (hereinafter referred to as "library") and _____ (name) _____ (DOB), hereinafter referred to as "volunteer."

Witnesseth:

Whereas, volunteer intends to donate services to the library identified above, and said library intends to accept the donation of volunteer services.

Now Therefore, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to the library in the capacity of _____ (title). Said services shall include, but may not be limited to the following:

2. It is mutually and expressly understood that volunteer services shall be donated and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer to whom volunteer has been assigned to perform services, and to participate in any training required by the library in order to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered an employee of the library, for any purposes than tort claims and injury compensation, while performing the above described voluntary services.
5. Volunteer further understands that if he/she is responsible for injuries to third parties or damages to the their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party
6. It is further understood and agreed to by volunteer that the services rendered to the library shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herin, and that in no way do any of these provisions apply for the benefit of the volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.
7. Volunteer further agrees that volunteer will fully cooperate with the library and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered in this agreement. Volunteer further agrees to notify the library

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immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the library.

8. I understand that my volunteer agreement will begin on _____ and end on _____; and that I will spend approximately _____ hours per _____ providing volunteer services. I also understand that my volunteer assignment may be terminated at any time by either party.

9. IN CASE OF EMERGENCY, please contact

_____ (name) _____ (relationship)

_____ (telephone number)

(parent or guardian signature)

(date)

(signature of volunteer)

(date)

(signature of librarian)

(date)

TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

VOLUNTEER TIME DONATED

YEARS: _____ WEEKS: _____ DAYS: _____ HOURS: _____

SIGNATURE OF VOLUNTEER: _____

TERMINATION DATE: _____

SIGNATURE OF SUPERVISOR: _____

DATE SIGNED: _____

NOTES: _____
