



Volunteer Application Form

Hillsdale Community Library

11 E. Bacon St. Hillsdale, MI 49242 | (517) 437-6472 | director@hillsdale-library.org

The Hillsdale Community Library offers a variety of volunteer opportunities for adults. Opportunities range from one-time special events to regular shifts.

Volunteers must apply to be a part of the program. Please fill out the application below to be considered for volunteering at the library.

We do not currently offer volunteer opportunities to individuals seeking court ordered community service.

Before filling out the Adult Volunteer Application, please read over the Volunteer Policy.

Name (First, MI, Last): _____ Date of Birth: ___/___/___

Race: _____ Gender: Male / Female / Prefer to Not Say

Address: _____ City: _____ State: _____

Township: _____ Phone Number: _____ Email: _____

Availability (circle all that apply): Monday Tuesday Wednesday Thursday Friday
Morning Early Afternoon Late Afternoon Evening

Have you ever been convicted of an offense, other than minor traffic violations? Yes No

If yes, please provide details and include charge, date, location, court, and disposition of case. Convictions are not an automatic bar to volunteer placement but are reviewed in relation to the duties you might perform. This information will be used only for volunteer-related purposes and only to the extent permitted by law. We do not currently offer volunteer opportunities to individuals seeking court-ordered community service.

I understand that all volunteers will have to undergo a background check prior to start. Yes No

References (Circle type of reference, Name, Phone, Email):

1. *Professional or Personal* _____

2. *Professional or Personal* _____

3. *Professional or Personal* _____

Volunteer Interests & Skills:

Internet Excel Word Computers

Other Skills and Special Interests:

Why do you want to volunteer at Hillsdale Community Library?

When you think of a library what do you think about?

Highest Grade Completed? GED High School

College/Graduate School (Degree Completed):

NOTE: If you have not completed please indicate the school you are attending, degree you will obtain, field of study, and anticipated graduation date

Accommodations needed (HCL will do their best to reasonably accommodate volunteers with disabilities): _____

Application Signature: _____ Date: ____/____/____



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Volunteer Handbook

December 2006, rev. 2021

Dear Library Volunteer,

It is a special pleasure for to the make this opportunity to welcome you. Your generous gifts to the Library of your time, energy, special skills and concern are deeply appreciated. Your help as a volunteer allows the Library to provide a higher level of library services to the citizens of your community than financial circumstances would otherwise allow.

Public libraries are truly for the people. They are unique community resource available to everyone for information, learning, and pleasure. You help us directly in the work which you accomplish for us and you also benefit the library in an indirect way. The concern for and knowledge of the Library that you carry into the community on our behalf is invaluable. For all of these gifts, I thank you.

Sincerely,
Bryonna Barton
Director

Becoming a Volunteer

To become a volunteer you will need to complete the following steps:

- Complete and submit the Volunteer Application Form
- Complete a brief in-person or telephone interview
- Request, be selected for, and then placed into a particular job or jobs
- Receive an orientation including a tour of the building, introduction to the library staff, ad review of the volunteer policy
- Receive additional jobs orientation and training relative to those specific assigned volunteer jobs

Jobs for Volunteers

A sampling of library volunteer opportunities is listed below. These are not all currently available, or the only things available.

- Shelving Books and other materials – return materials to the proper place on the shelf
- Shelf-reading
- Light cleaning
- Assist with Children, Teen or Adult Programs
- Outdoor projects
- Fundraising Campaign – prepare materials for mailings
- Data Entry
- Filing

- Displays
- Computers
- Delivering Materials to the Homebound

Equal Opportunity Policy

The Hillsdale Community library does not discriminate on the basis of race, religion, gender, national origin, ethnicity, age, physical or mental disability, political affiliation, sexual orientation, ancestry, marital status, or other non-merit factors.

Volunteer Under the Age of 18

Young people ages 14 to 17 may apply to volunteer for the Library in positions for which they are qualified, if they have written parental permission. Young volunteers are expected to abide by all volunteer program policies and procedures.

Supervision

Each volunteer will have an on-site supervisor and is expected to follow the procedures established by that staff member. Your supervisor is responsible for day-to-day management and guidance of your work and will be available for consultation and assistance. Please feel free to ask any questions of this person or report any problems or concerns you have about your assignment. If you are unable to contact your supervisor, the Volunteer Coordinator is available to discuss any changes or problems.

Attendance

Your supervisor and co-workers value your contribution and they depend on you to be present at the scheduled time. Volunteers who know they will be absent or late should notify their supervisor or the Volunteer Coordinator is available to discuss any changes or problems.

Appearance

Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.

Customer Service

Many volunteers come into contact with library patrons and may well be the first official contact a patron has with the library. It is important, therefore, that volunteers maintain a professional, friendly demeanor at all times. Volunteers are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures.

Health and Safety

Because safety is everyone's job, volunteers are asked to be alert at all times to safety hazards. Unsafe acts or conditions should be reported to your supervisor. Please notify your supervisor of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your supervisor or the Volunteer Coordinator immediately. Volunteers are not covered by Worker's Compensation.

Drug Free Workplace

Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.

Sexual Harassment Policy

All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the City of Hillsdale.

Disciplinary Procedures

Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of library staff. Because an unsatisfactory volunteer is an unfair burden upon fellow volunteers and library employees, those who fail to meet the requirements of the job description or violate library policies are subject to dismissal.

Please sign and date below to indicate that you have read and agreed to the Hillsdale Community Library Volunteer Handbook.

Application Signature: _____ Date: ____/____/____