



Morristown-Hamblen Library

Read • Create • Live

Volunteering Policy

The Library welcomes volunteers who can help Library staff perform some necessary and ancillary tasks.

Some volunteer positions include:

1. Shelving Books
2. Assisting with programs
 - a. Set up and clean up for special events
 - b. Assembling packets and printouts for programs
 - c. Working information booths at the Library and other events in the community
3. Assisting patrons on the computer and other devices.
4. Light office duties
5. Placing donations of materials to designated areas of the Library
6. Cleaning inside and outside the Library

Guidelines

1. All potential volunteers must fill out the appropriate volunteer forms available at the main desk of the Library.
2. **Volunteers must inform the library staff within 2 hours or as soon as possible if they cannot work their usual shift.**
3. Volunteers are expected to be responsible, able to handle their assignments and ask questions for clarification as needed.
4. All volunteers must conduct themselves consistently with the Library Code of Conduct, including communicating with staff respectfully.
5. A parent or caregiver should accompany volunteers with challenges requiring constant supervision.
6. Volunteers typically work one or two hours per shift.
7. Each volunteer will work with the Volunteer Coordinator to determine a mutually agreeable assignment and schedule so that work will be ready for them.
8. Volunteers are asked to refrain from socializing and using cell phones while volunteering.
9. The Library reserves the right to deny volunteer privileges to anyone not following these guidelines.
10. Volunteers must be at least 16 years of age. Exceptions are allowed for short-term projects such as those required of Girl and Boy Scouts, as determined by the Volunteer Coordinator.
11. Applicants under 18 must have parental approval by signing the Volunteer Permission Slip.
12. Volunteers must have a Library card in good standing if they work more than eight hours within a month.

13. Volunteers are bound by the same policies as the Morristown-Hamblen Library staff, including its dress code (neat, no rips or holes, business-like attire to convey a positive professional image.)
14. Volunteers work at will and can be terminated at any time.
15. Volunteers must wear a Volunteer badge while volunteering.
16. All volunteers must commit to at least 2 hours of service per shift.
17. Volunteer timesheets will be kept at the Library, and hours worked will be submitted for the Library's Monthly Report and any organization requesting confirmation of volunteer hours.
18. Volunteers may only sit at public desks or use staff computers if they have been through training with the Volunteer Coordinator or Volunteer Coordinator's Proxy.
19. Volunteers will not handle money for the Library.
20. Volunteers are checked against Tennessee's Sex Offender Registry.
21. Volunteers working directly with minors may be asked to submit to a background check.
22. Volunteer applications are kept on file for one year and destroyed.
23. Volunteers do not replace paid staff.

Community service workers

The Library does not use court-ordered community service volunteers.

Imagination Library and **Friends of the Library** volunteering are handled independently and may occur at the Library. Both organizations need help year-round with special events and sorting books for book sales.



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VOLUNTEER APPLICATION

Date: _____

PERSONAL INFORMATION

Name (*Please Print*): _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

What is the best way to reach you during the day? _____

Are you over age 18? Yes No

Name of emergency contact: _____

Relationship: _____ Contact Telephone: _____

AVAILABILITY

What days are you available to volunteer? (Circle as many as apply)

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays

What time during the day are you available? (Circle as many as apply)

Mornings Afternoons Evenings

How often can you volunteer? (Circle as many as apply)

2 times per week Once per week Once or twice per month Summer Only

Other (Please specify): _____

SKILLS, EXPERIENCE AND INTERESTS

Please tell us about your prior volunteer experience (if applicable)

Organization Name: _____

Your responsibilities: _____

May we contact your supervisor for a reference? Yes No

Supervisor name and phone: _____

Organization Name: _____

Your responsibilities: _____

May we contact your supervisor for a reference? ____ Yes ____ No

Supervisor name and phone: _____

Please list hobbies, interests, special skills (including foreign language skills) and experience you can offer:

Any other comments:

I have received and agree to the Volunteering Policy.

I understand that the Library may only be able to accommodate regularly scheduled hours depending on library needs and the number of volunteers needed. The Morristown-Hamblen Library is under no obligation to consider me for employment opportunities.

_____ Date: _____

Applicant Signature

Parental Permission Slip

Dear Parents,

In signing this permission slip, you are giving your child permission to help out at the Morristown-Hamblen Library as a volunteer. Please sign below, agreeing that you have read, understand, and agree to the rules of the volunteer policy for your child.

Thank you for your permission and your time. The Library appreciates the opportunity to work with your child as a volunteer.

Shelly Shropshire

Shelly Shropshire, Director

I give my permission for _____ to volunteer at the Morristown-Hamblen Library.
Child's Name

_____ Date: _____
Parent's Signature

Please return to any circulation desk or mail to:
Janelle Rockhold—Volunteer Coordinator
Morristown-Hamblen Library
417 W. Main Street
Morristown, TN 37814