

## East Troy Lions Public Library Volunteer Policy

Original Policy Approved: 11-9-2021
Policy Update and Reviewed: 9-12-2023
Updated Policy Approved: 10-10-2023

### **Purpose:**

The East Troy Lions Public Library believes that citizen participation in the library is an important link between the community and the library staff. Volunteers do not replace paid staff, but instead partner with them to provide the best possible service to the library community.

When working with Volunteers, the Library will follow the included provisions:

- The library welcomes volunteers 14 years of age and older.
- The library will not accept as volunteers those who have been assigned community service by the courts.
- A volunteer performs tasks for the library and does not receive any wages, benefits or compensation of any kind. Assigned tasks may vary based on the library's needs as well as the age and abilities of the volunteer.
- Prospective volunteers must fill out and submit an application form which will be reviewed by the Library Director.
- The Library Director will interview the prospective volunteer to see if a suitable job match is available at the current time. If nothing is available, the application will be kept on file for a period of one year.
- Before beginning service, each volunteer must pass a criminal background check and sign the Volunteer Code of Ethics. High school students will be required to provide a reference in lieu of the criminal background check.
- The Director retains the right to waive the Volunteer Application for temporary volunteers working special events.



East Troy Lions Public Library ~ 3094 Graydon Avenue ~ East Troy, WI 53120  
262-642-6262 ~ [et@easttroy.lib.wi.us](mailto:et@easttroy.lib.wi.us)

**Application for Volunteer Service (High School Students):**

**Basic Information:**

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Initial

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone                                      Cell Phone                                      Work Phone

\_\_\_\_\_  
Date of Birth

**Emergency Contact Information:**

\_\_\_\_\_  
Name    Relationship    Phone Number

**Skills and Interests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**Physical Limitations:**

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**Reasons for Seeking Volunteer Work:**

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**Education (current enrollment)**

     9<sup>th</sup> Grade           10<sup>th</sup> Grade           11<sup>th</sup> Grade           12<sup>th</sup> Grade

**Reference:**

Please provide the name, contact information, and relationship to you for someone who has agreed to act as a reference. This person should not be a relative.

Name: \_\_\_\_\_

Best means for contacting: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Availability:**

What days are you interested in volunteering? (Check all that apply)

Monday     Tuesday     Wednesday     Thursday     Friday

I would prefer to be scheduled:

Mornings     Afternoons

I would like to volunteer approximately: \_\_\_\_\_  
Hours per Week

How long are you committing to volunteer?

     3 Months         6 months         1 year         other



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### **Volunteer Code of Ethics:**

- As a Volunteer, I realize that I am subject to the following code of ethics which is the same as governs the professional staff of the library.
- I interpret “volunteer” to mean that I have agreed to work without compensation.
- I expect to do follow a regular schedule and will do my work according to the standards of a paid staff member.
- Any information that I learn about patrons or staff will be kept confidential and I will protect the confidentiality of all library records that I have been exposed to.
- I commit to fulfilling the hours I have agreed to work.
- I promise to bring to my volunteer work a willingness to be trained, and a willingness to promote the mission and values of the East Troy Lions Public Library.

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**Signed**

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**Date**