

Pequannock Township Public Library Volunteer Policy

Pequannock Township Public Library appreciates the interest of community partners for volunteer opportunities to support the mission and goals of the library and further recognizes the great contributions volunteers can provide. Volunteerism strengthens the Pequannock Township Public Library's relationships throughout the community. Volunteer opportunities offer residents a way to contribute to the community, fulfill personal goals, achieve satisfaction, gain valuable experience, and advocate for quality library services.

Pequannock Township Public Library Volunteer Program is open to persons 16 years of age or older. Persons between the ages of 14 and 16 may volunteer for a limited time, such as 2 months for the summer and only for a specific number of hours per week, as permitted or required by their school or other organization and in accordance with federal, state and local wage and hour laws, subject to Library approval. Signed parental permission is required for all volunteers under 18 years of age.

A volunteer is anyone who assists the Pequannock Township Public Library on a regular basis with Library activities without financial compensation. Pequannock Township Public Library will not provide any medical, health or worker's compensation, or any other employee benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for injuries sustained while functioning as a volunteer. The Library maintains general liability insurance coverage for injuries to patrons and volunteers. Volunteers will not be used to replace the work done by paid staff.

Volunteer Requirements:

- Volunteers are required to submit a complete Pequannock Township Public Library Volunteer Application and Agreement.
- Volunteers are selected based on their qualification in relation to the needs of the Library at any given time; if not selected, the application will be kept on file for six months.

- Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. Volunteers are expected to have positive customer service attitudes to all library patrons and staff.
- Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.
- Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment.
- Acceptance of an application is at the Library Director's discretion.

The Pequannock Township Public Library's Responsibility to Volunteers:

- Provide procedures and training for all volunteer tasks
- Confirm work dates, times and anticipated duration of the assignment
- Supply volunteer with a name tag which must be worn while on assignment

Volunteer Responsibilities:

- Volunteers are responsible to carry out the agreed upon duties to the best of their abilities;
- To arrive on time and notify the Library prior to any absence;
- To work with the aims, objectives, values and goals of the Library;
- To work in accordance with the Pequannock Township Public Library rules, regulations, policies, including numerous policies which are applicable to employees (e.g., Non-discrimination, Workplace Harassment, Confidentiality of Library Records) and patrons (e.g., Patron Code of Conduct);
- To be honest and reliable;
- To be capable of interacting with staff and the public in a positive manner;
- To wear a name tag at all times while working in the library.

Guidelines for Volunteers:

- Volunteers are responsible for maintaining confidentiality of ALL Library information as set out in the Library's Confidentiality of Library Records policy. Failure to do so will result in immediate termination of the volunteer.
- The library will check references and conduct background checks where procedures call for it and has the authority to decline a volunteer application.
- The Library Director coordinates the volunteer program. Volunteers will receive training in their assigned duties from the Library Director or designee.

Approved by the Library Board of Trustees – *April 16, 2025*

PEQUANNOCK TWP. PUBLIC LIBRARY
ADULT/CHILD VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Pequannock Twp. Public Library. We have a limited amount of work that can be done by volunteers, and we are very grateful to those volunteers who help us improve the level of service we can offer our patrons.

Name: _____

Address: _____

Phone: _____

Email: _____

Emergency contact: _____

Availability (Please circle all that apply):

Time: Morning Afternoon Evening

Days:

Monday Tuesday Wednesday Thursday Friday Saturday

I would like to volunteer:

Regularly each week for _____ hours Seasonally _____

I can help with the following (please check your interests):

_____ Visiting Senior Centers with Books

_____ Building & Grounds

_____ Shelving books - This refers to the process of organizing books by their call number and placing them in their correct location on the library shelf

_____ Shelf reading - This is the process of reading the call number on books that are currently on the library shelves and ensuring that they are in the proper order

_____ Dusting shelves

Please list any special skills and qualifications you have, which may be useful as a Library Volunteer: _____

By my signature below, I agree to not make any claim or demand or to institute, press or in any way aid any claim demand action or causes of action or legal proceeding of whatever nature against the Pequannock Township Public Library, Pequannock Township Library Board of Trustees, or the Township of Pequannock, for, on account of, or in any way growing out of any and all injury I may suffer while rendering volunteer services to the Library, that are not caused by or the result of the negligence of the Library staff, other volunteers Township employees or elected or appointed officials. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements or misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____

Name (printed): _____

Date: _____

IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE COMPLETE THE FOLLOWING:

School: _____

Grade: _____

Parent/Guardian Name (Please Print): _____

Address: _____

Phone#: _____

I give permission for my child _____
to serve as a volunteer for the Pequannock Public Library.

Parent/Guardian's signature: _____

Date: _____

Equal Opportunity Policy Notice:

It is the policy of the Library to provide equal opportunities without regard to race, color, religion, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, veteran's status, or any other protected group status.