

## How to become an Old Town Public Library Volunteer?

Volunteers are recruited, screened, selected, trained and evaluated similar to paid staff. A volunteer's skills and abilities must match project needs. Therefore, we do not accept everyone who applies. We have the responsibility to ensure that our volunteer staff fully supports and supplements staff performance. We do not accept court-directed community service volunteers.

- An application MUST be filled out.
- Applications can be obtained at the front desk of the library or on our website. ALL applications go to the Volunteer Coordinator for initial review.
- Volunteers must be **at least 13** years of age to volunteer and those under 18 years of age MUST have parent or legal guardian signature on the Volunteer Agreement Form. Service hours for those under 18 shall follow the child Labor laws enforced by the federal government; please refer to the Department of Labor at [www.dol.gov](http://www.dol.gov).

## Role of the Library Volunteer

For the library, volunteers serve to:

- Expand support for routine tasks and special library projects,
- Enhance the level and quality of customer services, and
- Provide supplemental expertise.

For individuals, volunteering helps to:

- Provide personal satisfaction, growth, and enrichment as well as opportunities to acquire new technical, office, administrative, or customer service skills,
- Impart a sense of personal achievement from learning new skills or successfully completing a project, and
- Increase feelings of self-worth and pride from helping others.

## Review Process

- Once the Volunteer Coordinator receives the application, the application review process will begin. Please allow 3-4 business days for this review process. Applicants will be contacted to discuss volunteering with OTPL and to review the information submitted on the application.
- Each person will be required to meet with the Volunteer Coordinator in person before being placed as a volunteer. In order to ensure the safety of OTPL staff members, patrons, and volunteers, we require background checks.
- Each volunteer is required to sign the Volunteer Agreement Form.
- The Volunteer Coordinator will then coordinate placement, duties, schedule and orientation/training for the volunteer.
- The Volunteer Coordinator will keep original applications on file. If an applicant cannot be placed as a volunteer, the Volunteer Coordinator will notify the individual and keep the application on file for six months in case other opportunities arise.
- Each volunteer will be oriented into OTPL before volunteering begins. The orientation will give each volunteer insight into OTPL and its services. It will include knowledge of the mission, policies and procedures, and other organizational procedures, in addition to knowledge of the library structure.
- Direct training in specific volunteer tasks will come from the designated Volunteer Supervisor.

**Thank you for your interest in volunteering at the Old Town Public Library.**