



PUBLIC LIBRARY VOLUNTEER PROGRAM

Sulphur Springs Public Library welcomes the opportunity to recruit library volunteers for a number of activities throughout the year.

QUALIFICATIONS

Sulphur Springs Public Library Volunteer Program is open to men and women from 18 years of age or older who are interested in offering their free time, on a regular basis, to assist in any number of tasks which are key to the facilitation of operations and the wellbeing of the library.

Library Volunteers must be able to meet the following basic criteria in order to participate:

1. Weekly commitment of time on a regular ongoing basis.
2. A brief interview.
3. Attendance of a mandatory orientation session.
4. As of January 2011, all volunteers age 18 years or older may be subject to a background check prior to attending a library orientation. Volunteer applicants will be required to provide a valid copy of a driver's license or an alternative government issued form of identification.
5. Physical abilities including frequent and extended periods of walking, stooping, bending, squatting, kneeling and standing on floor; lifting, pushing and carrying objects of moderate to heavy weight (up to 50 lbs.).
6. Ability to use online catalog and find items on the shelf using call number tags.

Library Volunteers are a tremendous asset to the library and library staff members. They work alongside of and in conjunction with employees to ensure that library activities flow smoothly and effortlessly. Their enthusiasm and contribution go far in their interest in assisting the library. Thus considerations to those who maintain a corporative, friendly and courteous disposition are highly probable candidates.

TRAINING

An orientation/training session is mandatory for all potential **Library Volunteers**. At the end of the training session a determination will be made as to whether a volunteer is or will be suitable for his or her assignment and the tasks at hand. Attendance to an orientation session does not automatically mean that a trainee is accepted. Volunteer trainees who do not meet successful completion of the training program or who become a problem or hindrance in their ability to serve as a volunteer, may be dismissed at any time, without reason or cause per the discretion of the Director.

RESPONSIBILITIES AND TASKS

The relationship of a library volunteer to library staff is an important one. Duties have been pre-assigned depending upon need; therefore, are an important part of library planning, functionality and purpose. With this in mind, each volunteer is responsible to report to the library at their assigned times and complete all duties in a timely fashion. In

addition, each volunteer is responsible for a specific set of duties and will be expected to close out on all tasks before completing their shift. Likewise, each volunteer has a unique place as a contributor to the esthetics and maintenance of the collection, thus should be aware of this at all times.

Library Volunteers will be subject to the same rules, regulations and guidelines as library employees. All volunteers are expected to complete tasks without assistance and may not be accompanied by friends or family members during their shift.

DRESS AND ATTIRE

Library Volunteers, while on duty, are expected to adhere to dress guidelines put in place by Sulphur Springs Public Library and City of Sulphur Springs (See Patron conduct/Dress Code attached)

TELEPHONE USE AND PERSONAL BELONGINGS

While on duty, **Library Volunteers** are encouraged to refrain from use of cellphones, except in the case of an emergency. Cellphones and personal belongings should be left in a safe place until the end of their assigned shift.

Transportation is the responsibility of each volunteer. In the case of a volunteer who must be dropped off and/or picked up from the library, it is important to know that drivers will not be permitted to wait in the employee lounge or back office areas. Nor will family members or friends be permitted to assist/accompany volunteers while on duty.

ATTENDANCE

Library Volunteers are generally asked to work a minimum of two hours per week unless the job calls for a special schedule or extended duty. Although most schedules have been pre-assigned, there are other times when this cannot be determined. In these cases, special arrangements will be made to accommodate volunteers based on timeframe. Consistent with attendance, it is extremely important that a **Library Volunteer** be flexible and amenable to all assignments and duties, as there will also be anticipated down times and periods when volunteers will be granted off temporarily. Additionally it is also important that times and periods when volunteers know the library attempts to provide assignments conducive to each volunteer, and by no means desires to denigrate the role of volunteer by assigning punitive or belittling assignments or tasks which will leave volunteers feeling helpless or frustrated. If you have questions about your task assignment let your supervisor know immediately!

DUTIES AND ASSIGNMENTS

A list of prescribed duties and assignments will be developed between the supervisor and the volunteer after the orientation session. These duties may include, supporting library staff during various library programs, moving tables and chairs, dusting/straightening/cleaning/rearranging different areas of the library, assisting patrons by using online catalog and finding the item in the library, along with many others.



Public Library Volunteer Application

Name: _____ Date: _____

Address: _____

Home/Work Phone _____

Cell Phone: _____

Which days are you available to work during the week?

MON TUE WED THUR FRI SAT

What times are you available to work?

Mornings: 9:00 – 11:00am Lunchtime 12:00 – 2:00pm Afternoon 2:00 – 4:00pm

Early Evenings 4:00 – 6:00pm Late evenings 6:00 – 8:00pm (Thursdays only)

Do you have previous experience in libraries or a prior knowledge of library policies and procedures?

YES

NO

If so, please provide more information

How do you envision your role as a library volunteer?

Do you have any limitations?

Comments?



City of Sulphur Springs
TEXAS
Public Library Volunteer Emergency Form

Name: _____ Date _____

In the event of an emergency, please list the names and telephone numbers of two individuals you would like us to contact.

Emergency Contact #1

Name: _____ Relationship: _____
Home Address: _____
City, State, Zip: _____
Work Phone: _____ Cell phone: _____

Emergency Contact #2

Name: _____ Relationship: _____
Home Address: _____
City, State, Zip: _____
Work Phone: _____ Cell phone: _____

Do you give us permission to call 911 should you incur serious injury during your volunteer hours?

Yes No

Please indicate the name and contact number of the physician or health care provider you would like us to contact in case of emergency:

Name: _____
Address: _____
City, State, Zip: _____
Work Phone: _____

I have read and agree to the volunteer policies and provided emergency contact information:

Volunteer Signature : _____

Date: _____



The logo for the City of Sulphur Springs, Texas, features the words "City of" in a blue script font, "Sulphur Springs" in a large, bold, blue sans-serif font, and "TEXAS" in a smaller, blue, all-caps sans-serif font below it. To the right of the text is a colorful graphic of a stylized flower or sunburst with green, blue, and orange petals.

Public Library Patron Code of Conduct

Sulphur Springs Public Library encourages people of all ages to visit the library. The library is used by families, children and adults. The purpose of this Patron Code of Conduct is to ensure that those visiting the library can enjoy a safe, comfortable environment that supports appropriate library services. It is within the complete discretion of library staff to determine whether patrons' actions, behavior and dress conform to the requirements of this Patron Code of Conduct.

Individuals demonstrating disruptive and/or inappropriate behavior will be required to leave the library at the request of library staff. It is within the discretion of library staff whether an initial warning to the patron is appropriate prior to the patron's removal from the premises. All serious acts will be reported to the Sulphur Springs Police Department. Disruptive and inappropriate behavior includes, but is not limited to:

- Abusive language or behavior towards library staff or others
- Actions that prevent the legitimate use of the library and its resources
- Cell phone calls that disrupt or are inappropriate either in volume or content. Patrons will be asked to take calls outside but no disruptive or inappropriate calls will be permitted on library property inside or out
- Eating and/or drinking
- Failure to remove crying babies and noisy, disruptive children from the library
- Harassment and lewd behavior
- Misuse of library property
- Noisy, boisterous talking or actions
- Smoking and/or use of illegal drugs is prohibited in the library and at all library programs
- Uncooperative attitude

Patron Dress Code

- Sulphur Springs Public Library observes the common no shirt, no shoes, no service policy. In addition, patrons will not be permitted to wear inappropriate, suggestive, vulgar, or excessively revealing clothing not conducive to community standards.
- Patrons with an excessive amount of any offensive odor or substance like grease, ink, oil, blood, etc, that can be transferred to other patrons, library furnishings or equipment will not be permitted in the library.
- Vulgar, offensive or inappropriate tattoos must be covered while in the library.
- It is not the library's intent to enforce a strict dress code but if appearance / clothing or lack thereof is disruptive to staff or others, the person will be asked to either comply or leave the library.