

NKCPL Volunteer Requirements & Guidelines

Requirements

- Good communications skills.
- Volunteers must be over 12 years old. Volunteers under 18 years old must have permission from a parent or guardian.
- A friendly and approachable manner and an ability to get along with a diverse group of people.
- An ability to respond well to supervision.
- An ability to handle multiple tasks.
- Able to schedule volunteer shifts in advance.

Volunteers must complete a Volunteer Application Form and will be interviewed. Volunteers will provide references and submit to a criminal background check. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months. Applicants will be called if a project is identified which matches their interests or qualifications.

Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.

Volunteer Opportunities: What do volunteers do?

The following is a sample list of volunteer opportunities currently available at the library:

- Sort donations and weeded/discarded materials by subject for the Friends' annual book sale
- Process Materials -- put on covers, labels, stamping, etc...
- Make photocopies
- Assist children's librarians with preparation for various programs
- Read shelves to be sure all items are in proper order
- Assist Library staff with preparing bulletin boards or displays
- Collect materials for recycling
- Dust books and shelves & clean shelves, arrange library materials in a neat manner
- Straighten magazines
- Straighten and shift books

Additional Guidelines

Volunteer hours must be completed when supervisors are available. Volunteers will contact their supervisor before the assigned shift if they will be absent or tardy. The number of volunteers accepted is dependent upon the amount of work and supervisory time available.

The Library has the responsibility to provide training, supervision and recognition to the volunteer. Volunteers are not covered by the Library's insurance, including Workman's Compensation. Volunteers will be familiar with and agree to abide by the library's Confidentiality of Library Records Policy, Dress Code, as well as all other library rules and policies.

Selection is based on qualifications of applicants, the needs of the library at any given time, and the volunteer's ability to commit to a consistent schedule of hours. Volunteers are placed in positions best suited to their skills, interests and availability. We cannot guarantee a position for each potential volunteer.