

## Emmaus Public Library **Adult Volunteer Application**

Thank you for your interest! Your application will be reviewed. If contacted, please bring photo ID. According to Pennsylvania State law, volunteers ages **18 years and over** who work directly with or interact with children **must provide a criminal background check and child abuse clearances. Please submit them with this application.** If selected, an emergency contact form, an anti-bullying policy, and an abuse prevention policy form must also be completed. (The library is not able to place Court-ordered Community Service volunteers.)

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Text? Y/N**  
**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**All volunteers will be trained for shelving first.** Shelving: duties include shelving materials, shelf reading, cleaning materials, and pulling holds.

### **Please mark other tasks that you are interested in:**

- Front desk: check in & check out of materials, place holds/reserve items, look up items, process library card registrations. Requires moderate computer skills, cash handling, & confidentiality of records.
- Youth events: duties include assisting with youth programs, preparing materials for programs, tidying library areas before or after programs.
- Story Time. Assist the Youth Services Librarian with Story Time events.
- Material processing and repair: duties include processing and/or repairing library materials.
- Adult events: setup, attendee assistance, clean up.
- Grounds cleanup

What special skills or interests do you have that would be useful at the library?

When are you available to volunteer (days/times) on a regular basis?

**I have read and understand the EPL volunteer policy and will adhere to the policy. I understand that my volunteer work is an important commitment to the Library. When I cannot work at the assigned time I will notify the Library as soon as possible. If I no longer wish to volunteer, I will notify the library volunteer coordinator. I will follow directions from library staff.**

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Staff Use Only**

Interview \_\_\_\_\_ trainer Initials \_\_\_\_\_ date \_\_\_\_\_ Clearances Received \_\_\_\_\_ Start Date \_\_\_\_\_

## **EMMAUS PUBLIC LIBRARY CLEARANCE/CETIFICATION REQUIREMENTS**

1) PA CHILD ABUSE HISTORY CLEARANCE

[HTTPS://WWW.COMPASS.STATE.PA.US/CWIS](https://www.compass.state.pa.us/cwis)

2) PA CRIMINAL RECORD CHECK

[WWW.PSP.PA.GOV](http://www.psp.pa.gov)

Pennsylvania State Police homepage

3) FEDERAL BUREAU OF INVESTIGATIONS CRIMINAL BACKGROUND CHECK

[HTTPS://WWW.DHS.PA.GOV/KEEPKIDSSAFE/CLEARANCES/PAGES/FBI-FINGERPRINTING.ASPX](https://www.dhs.pa.gov/keepkidssafe/clearances/pages/fbi-fingerprinting.aspx)

OUR CODE IS1KG756 YOU WILL NEED THIS FOR THE FINGERPRINTING SERVICE. YOU CAN ALSO REGISTER ONLINE AT [HTTP://UENROLL.IDENTOGO.COM](http://uenroll.identogo.com) OR CALL 1-844-321-2101 AND FOLLOW THE PROMPTS TO REGISTER FOR THE FINGER PRINTING.

UPDATED 06/15/2024

## **Emmaus Public Library Volunteer Policy**

### **Statement of Purpose**

The Emmaus Public Library (EPL) shall use the services of volunteers/community service to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes towards all library patrons.

### **Definitions**

Volunteer – A “volunteer” is defined as an individual 12 years or older who, of his/her own volition provides services to the EPL without compensation. The library does not accept court-mandated volunteers. Individuals younger than 12 years or individuals in need of supervision can volunteer but must have a parent/guardian/teacher/aide with them during their entire volunteer shift.

### **How to Become a Volunteer**

- All volunteers are required to fill out a Volunteer Application form.
- The library staff will review the completed application forms on a rolling basis.
- Volunteers are selected based on their qualifications and availability in relation to the needs of the library at any given time.
- Volunteers aged 18 years and over must provide a criminal background check and child abuse clearance in accordance with Pennsylvania state law.
- If a volunteer is not selected, his/her application will be kept on file for six months.
- Acceptance of an application is at the Library Director's discretion. The Library Director can refuse any volunteers for any reason.

### **Supervision**

Volunteers at the Emmaus Public Library are considered to be under minimal staff supervision. EPL staff will be responsible for training and reviewing a volunteer's performance. After an adequate training period, volunteers should be able to complete assigned tasks with minimal EPL staff supervision. Supervision will be provided by any and all EPL staff members on duty. All volunteers should keep their supervisor informed of their projects and work status, and their other activities in the library. Volunteers are responsible for tracking hours of service in accordance with library policies and procedures.

Volunteers are ambassadors for EPL and need to present a positive image to the public. They must adhere to the policies and procedures established regarding work schedule, attendance, conduct, performance, safety procedures, and proper attire.

### **Dismissal**

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. The Library Director and/or authorized library staff have the right to dismiss a volunteer at any time for any reason.