

Volunteer Policy

The Clay Center Carnegie Library welcomes volunteers in the library. Volunteers are expected to conform to all policies and rules of the Library, including patron privacy policies. Volunteers may be used for special events, projects, or other events, and to assist staff if needed. Volunteer services will supplement but not replace regular services, and volunteers will not be used in place of hiring needed staff. All volunteers are required to have a Volunteer Application on file with the library. The library does not accept court ordered volunteers.

Clay Center Carnegie Library Volunteer Application

Name _____
(Last) (First) (MI)

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Bus./Cell Phone _____

Email Address _____ Birth Date _____
(mm/dd/yr)

Education: Less than high school High school or GED Some college
 Four your college or equivalent Advanced degree

If student, school attending _____

Emergency Contact _____
(Name) (Phone) (Relationship)

Current or Most Recent Employer _____

Retired

Previous Employer(s) _____

Previous Volunteer or Board Experience _____

Hobbies/Activities _____

Skills and interests: Computer Foreign Language _____ Teaching
 Board/Leadership Other _____

Days/hours preferred _____ Library location preferred _____

How did you learn about the library volunteer program? _____

Adult – If I am accepted for volunteer service, I will attend required training and give service on a regular basis.

Student/Diversion- If I am accepted for volunteer service, I will attend and give service on a regular basis.

Signature _____ Date _____