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Volunteer Policy

The Muhlenberg Community Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of volunteers and seek to expand the Library volunteer group as needed.

Muhlenberg Community Library volunteers are coordinated by the Assistant Director, Director, or another designee, and must be at least 16 years of age. Each volunteer must complete the "Library Volunteer Form" which will be kept on file in the Library. Forms are available at the Circulation Desk and on-line. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

Muhlenberg Community Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. This includes obtaining the following clearances: Pennsylvania Child Abuse History Clearance, PA Criminal Record Check, and the FBI Child Abuse Clearance. If you have lived in Pennsylvania for more than 10 years, you may complete and notarize an affidavit in place of the FBI Clearance. Additionally, all volunteers must annually review and sign any policies relevant to volunteers.

Volunteers work with the status of "at will" employees, and the Muhlenberg Community Library has the right to terminate the volunteer's working association with the Library at any time, for any reason. Volunteers working in the Library are covered by the Muhlenberg Community Library's Property and Liability Insurance policy.

The Library does not accept volunteers requiring court-ordered community service.

Parents/guardians of volunteers under the age of 18 must sign a consent form for their children to perform volunteer service hours at the Library.

I, _____, acknowledge that I have received, read, and understood the Volunteer Policy.

Signature of Volunteer

Date