



100 North Reber Street, Wernersville PA 19565
berkslibraries.org/branch/Wernersville

Volunteer Policy and Application

Thank you for your interest in volunteering at the Wernersville Public Library. We at the library believe our volunteers are an asset to library services. We are dedicated to make sure volunteer experiences are fun and meaningful.

Goals of having volunteers:

- Allow citizens the opportunity to make contributions to the library community
- Allow library staff to develop working relationships with citizens

Selection of Volunteers

- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and based on their ability to commit to a consistent schedule of volunteer hours
- Volunteers do not replace paid staff, but donate their time and skills to supplement services provided by paid staff. Please note that volunteers do not work at the library service desk unless advised by the director.
- Volunteers must be 13 years of age or older.
- Prospective volunteers are required to complete a volunteer application form. The library director or youth librarian will review the application and schedule a meeting time to review credentials.
- If there are not suitable opportunities available, applications will be kept on file for one year. Applicants may be called to volunteer for special projects during any given time.
- The library does not accept court ordered volunteers.

Volunteer guidelines:

- Volunteers are expected to act in accordance with all library policies and to reflect a positive customer service attitude to all patrons.
- Volunteers are expected to report to work at the scheduled time. Volunteers should notify the library as soon as possible if they will be late or absent. Volunteers must sign in and out for time worked in the volunteer log.

- The library will not practice any form of discrimination. All library staff and volunteers must treat people with dignity and respect. Volunteers should refer to all policy questions from the public to a staff member.
- All patron information is confidential; volunteers should not reveal patron information to others.
- Volunteers who are shelving items are often asked for assistance locating items. Volunteers must use their best judgment when assisting patrons. When in doubt, volunteers should always seek the assistance of library staff.
- Volunteers should report any safety hazards or injuries immediately
- Volunteers may be subject to review and evaluation, correction, and possible termination in the best interest of the library.
- To end volunteer commitment, volunteers should notify the director or youth librarian of that decision and the effective date.

Questions

If you have questions regarding volunteering, please call the library at: 610-678-8771 or email director@wernersvillepubliclibrary.org



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Volunteer Application

Please note: all volunteers 18 and older must have all state clearances completed before beginning hours.

Name:

Address:

Email:

Phone:

School (if applicable):

I am seeking a volunteer position:
(Circle one)

To satisfy school/scholarship/graduation requirement

To become a regular volunteer

To be called for special events and projects

Please list any applicable work experience, skills, or special interests:

Physical requirements

Volunteers may be required to bend, reach, lift, and stand for long periods of time.
Any limitations we should know about?

Please list days and times you are available.

Contact Person and their phone number in case of emergency

By signing below, you agree to abide by the requirements as described in the volunteer policy

Name:

Date:

If under 18, parental consent is required:

Signature of parent or legal guardian:

Date: