**Martinsburg-Berkeley County Public Libraries
Volunteer Application**

The Martinsburg-Berkeley County Public Libraries (MBCPL) offers many opportunities for volunteers who wish to assist the library and provide service to the community. Volunteers help with a variety of tasks such as shelving library materials, keeping shelves orderly, assisting with programming, and much more.

The Volunteer Coordinator and the volunteer will periodically assess the volunteer’s satisfaction and performance.

Volunteers commit to:

1. Providing at least two (2) hours per week of volunteer service to the library
2. Arriving with a neat and clean appearance
3. Adhering to a preset schedule
4. Adhering to library guidelines and policies

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you volunteering as a community service requirement? \_\_**Y \_\_N** If yes, how many hours do you need to complete? \_\_\_\_\_\_\_\_\_

At which branch library would you like to volunteer? (Circle all that apply)

**Martinsburg Public Library Martinsburg Children’s Department Hedgesville Public Library**

**North Berkeley Library Musselman-South Berkeley Community Library**

When are you available to volunteer?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Flexible** |  |  |  |  |  |  |  |

Which of the following tasks interest you?

* + **Shelving**
	+ **Shelf-Reading**
	+ **Library Programs (may include evenings and/or weekends)**
	+ **Newsletter (printing, folding, stuffing envelopes, etc.)**
	+ **Cleaning**
	+ **Collection Maintenance (shelf-shifting, organization, weeding, etc.)**
	+ **Displays**
	+ **Magazines**
	+ **Summer Reading Program (May-August)**
	+ **Other** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Martinsburg-Berkeley County Public Libraries
Volunteer Policy**

The Martinsburg-Berkeley County Public Libraries (MBCPL) recognizes that volunteers are a valuable resource for the library. Their energy and talents help the library meet its commitments to providing quality service to the public. Volunteers enhance, rather than replace, adequate, paid staffing. Their 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 library volunteers and seek to expand the group as needed.

A volunteer is a person who performs tasks for MBCPL without wages, benefits, or compensation. Since volunteers are recognized by the public as being representatives of the library, all volunteers shall be guided by the same work and behavior codes as paid library staff members as specified in the MBCPL employee handbook. All volunteers must be respectful to all library patrons and ensure patron privacy and confidentiality.

Volunteers are expected to provide at least two (2) hours per week of volunteer service to the library, arrive for each shift with a neat and clean appearance, adhere to a preset schedule, respect and follow library guidelines, policies, and staff, refrain from cell phone use and socializing while volunteering, and call before a scheduled shift if unable to arrive on time or not arrive at all. If a volunteer does not meet the above expectations, disciplinary action will be taken in the form of verbal warnings. If a volunteer’s behavior warrants a third warning, the volunteer will be relieved of their volunteer position.

All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered.

All volunteers must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the library.

Volunteers are asked to record their hours of service in the Volunteer Log Book located at the circulation desks as these statistics are reported periodically to the Board of Trustees.

The library accepts volunteers requiring court ordered community service at the discretion of the Volunteer Coordinator and Library Director. Court ordered community service volunteers are required to be interviewed by the Volunteer Coordinator and Library Director.

Volunteers required to perform service for specific programs who are under the age of 14 are accepted on a short-term basis and considered junior volunteers. Parents/guardians of junior volunteers must sign consent forms for their children to perform service hours at the library.

The library has liability coverage for incidents involving patrons and library equipment; and worker’s compensation for employees. Volunteers are covered under a separate insurance policy.
*I have received and read a copy of the Volunteer Policy drawn up by Martinsburg-Berkeley County Public Libraries, and I agree to abide by these policies while working with the library as a volunteer.*

*I agree to work as a volunteer at Martinsburg-Berkeley County Public Libraries, to comply with any instructions given by permanent staff members and those in positions of responsibility and to ensure that my conduct towards staff, other volunteers and to the public is not detrimental to the reputation of Martinsburg-Berkeley County Public Libraries.*

Signed: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_