



Adult Volunteer Policy

Volunteers help the Lindenhurst Memorial Library expand and enrich its services. The library offers monthly volunteer opportunities for youth (ages 12-18), advertised on our website and our quarterly newsletter. This policy is applicable to adults interesting in becoming a volunteer.

Volunteers will not replace the work done by paid library staff. We support the effective utilization of volunteer time as a way to:

- Add services of value to existing programs.
- Allow the library to expand its programs or services.
- Promote public awareness of library services.
- Strengthen and deepen relationships throughout the community

Volunteers may not engage in activities that could reveal confidential patron information and may not use the library's automated circulation system or other databases that would reveal patron information. Adult volunteers are recruited regardless of age, race, ethnicity, religion, nationality, gender, physical limitations, sexual orientation, or any other criteria.

Volunteers will conduct themselves in a professional manner, and are bound by the rules contained in all library policies and procedures, especially those that relate to patron privacy and confidentiality. Volunteers may be released at any time at the discretion of the Library. The Library does not provide any medical, health, accident or worker's compensation benefits for any volunteer. To ensure a positive experience at the Library, the Library will:

- Designate a staff person to administer the volunteer program.
- Make every effort to ensure that volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Provide orientation and training to prepare the volunteers to perform their duties.

The library will check references and conduct background checks where procedures call for it and has the authority to decline a volunteer application. Applications remain on file for one year if a suitable assignment is not available at the time of application. Volunteers must be residents of the Lindenhurst Memorial Library's service area.



Adult Volunteer Application

All information is required. Return applications to the Business Office

PLEASE PRINT:

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Why do you want to volunteer at the Library? _____

What skills and qualities do you feel you have to contribute? _____

Do you have any previous volunteer or employment experience?

Agency/Employer _____ Agency/Employer _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Supervisor: _____ Supervisor: _____

Duties: _____ Duties: _____

Please list at least two references for us to contact:

1. Name: _____ Phone: _____ Nature of association (friend, family, supervisor, etc.) _____
2. Name: _____ Phone: _____ Nature of association (friend, family, supervisor, etc.) _____

Please share your educational background:

School Name	Location	Years Attended	Major	Degree/Diploma

Have you ever been convicted of a crime? ___Yes ___No If yes, state the date, location, and description of the offense: _____

A conviction record will not necessarily prevent volunteer opportunities. The offense and how recently you were convicted will be evaluated in relation to the volunteer opportunity for which you are applying.

Please attach any relevant supporting documents (i.e. current resume) to this application.

How many hours per week are you looking to volunteer? _____

Can you come on a regular weekly schedule? _____

What days and times would you prefer to volunteer? _____

Agreement and Signature

1. I understand I am applying to be a volunteer for the Lindenhurst Memorial Library, and will not be compensated for my time. I further understand that I am not considered an employee, and am not entitled to any benefits that are provided to employees of the Library. The Lindenhurst Memorial Library is not responsible for any injuries I may sustain while volunteering.
2. I understand that my volunteer service may be terminated at any time and for any reason by myself or the Library, with or without notice.
3. I understand that as a Lindenhurst Memorial Library volunteer I may come in contact with confidential information. I agree to protect this information in compliance with the New York State Civil Practice Law and Rules 4509 and will not divulge any information during or after my services as a volunteer.
4. I agree to abide by all of the library's policies and procedures.
5. As a volunteer, I am considered a library advocate and supporter and I agree to perform my volunteer duties in a professional and credible manner and act in the best interests of the Lindenhurst Memorial Library.
6. I give consent to the photography of my volunteer activities and authorize the use of said still photography or motion picture footage, recording of voices and names for advertising, publicity, or other business purpose.
7. I agree to defend, indemnify, and hold harmless the Lindenhurst Memorial Library, and its officers, employees and agents, from and against any and all claims, suits, actions, liability judgement and expenses that may arise by reason of services I provide as a volunteer or that are connected in any way herewith.

Signature of applicant: _____