

**Subject: Volunteers**

**Purpose:**

To recognize that volunteers are a valuable resource as they give of their time, energy and talents to assist the library in providing quality service to the public.

**Policy:**

The volunteer program is designed to expand and enhance public service to the community. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and completing tasks that would otherwise linger. They also become strong advocates for the library. They do not replace paid staff.

Prospective volunteers are required to fill out an application and will be interviewed by staff to best match their skills to current needs. The process includes a reference check and may include a background/police check. Volunteers are selected based on their skills and interests in relation to the needs of the library. If there are no suitable opportunities, applications will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests.

Volunteers receive training on the tasks they are asked to perform, as well as on safety and security procedures. Volunteer work is supervised by library staff and/or other designated volunteers.

While working at the library, volunteers shall dress appropriately for the task they are completing and wear a volunteer badge provided by the library.

The volunteer relationship can be terminated at any time by either party.

**Attachments:**

- Volunteer Application

**References:** None

**Approval:**

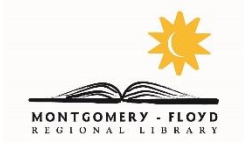
Montgomery-Floyd Regional Library Board of Trustees  
November 19, 2008, June 19, 2013, May 16, 2018. April 19, 2023  
April 19, 2023

Date



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Tim Thornton, Chair



Date \_\_\_\_\_

### ***Montgomery-Floyd Regional Library Volunteer Application***

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Check the branches you prefer to work:**

☐ Blacksburg    ☐ Christiansburg    ☐ Meadowbrook    ☐ Jessie Peterman

**When are you interested in volunteering? (check all that apply)**

- ☐ Mornings
- ☐ Afternoons
- ☐ Flexible hours (different hours from week to week)
- ☐ Regularly scheduled hours each week (i.e. Tuesday afternoons 2 to 4)
- ☐ Called only for special needs

	Yes	No
Are you age 18 or older?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime? (Other than a minor traffic offense that resulted in a fine.)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>

List your skills/interests that would be helpful to the library: \_\_\_\_\_

\_\_\_\_\_

Describe any current/previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_