



# Clinton-Macomb Public Library Library Volunteer Application

Thank you for your interest in volunteering at the library! This application is for Library Volunteers who wish to serve on an ongoing basis (for short-term assignments please use the Community Service Application). Please note that applicants may be required to attend orientation and training sessions.

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

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

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Area of interest (check all that apply):

**Main Library**

40900 Romeo Plank Road

\_\_\_\_\_ Adopt-A-Shelf/Shelf Reading      \_\_\_\_\_ Book Donations and Sales

\_\_\_\_\_ Disc Repair      \_\_\_\_\_ Greeter

\_\_\_\_\_ Plant Care      \_\_\_\_\_ Programs

\_\_\_\_\_ IT – Computer Tutor      \_\_\_\_\_ IT – Technology Aide

\_\_\_\_\_ Library for the Blind (MLBPD)

I understand and accept the terms and conditions to become a library volunteer as described on this application and in the library's *GSV-4 Volunteer* policy (see reverse). I confirm that I am applying to become a library volunteer and that this is not for a community service assignment.

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

Parent or Legal Guardian Signature (if applicant is under 18): \_\_\_\_\_

Please direct questions or completed applications to: Therese Peticca, Volunteer Coordinator

Clinton-Macomb Public Library  
40900 Romeo Plank Road  
Clinton Township, MI 48038

Phone: (586) 226-5007  
E-mail: tpeticca@cimpl.org  
Fax: (586) 226-5008

## Policy Statement

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual or supplemental services and tasks that further the library's mission.

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## Regulations

1. Volunteers fulfilling a community service requirement must be a resident or property owner of Clinton or Macomb Township.
2. Volunteers must have a library card as permitted in *CIRC-1 Library Card* policy in good standing.
3. Volunteers must be at least twelve (12) years of age. Any volunteer under the age of thirteen (13) must be accompanied by a parent or legal guardian at all times during volunteer orientation or service hours. Written permission from a parent or legal guardian to serve is required for volunteers under the age of eighteen (18).
4. Volunteers serve without compensation or benefits.
5. A completed application is required based on the level of service a volunteer wishes to offer:
  - A. Library Volunteer – For those wishing to serve for at least six (6) months and, typically, at least once each week for two (2) to four (4) hours. Specific terms of service will depend on the area of volunteer interest.
  - B. Community Service Volunteer – For those requesting a limited or specific number of service hours to satisfy a particular obligation such as a school honors program, service organization requirement or court order.
6. A background check shall be completed as part of the application process.
7. Applicants will be approved to become volunteers at the discretion of the library.
8. If the library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.
9. Volunteers are recognized by the public as representatives of the library and shall be guided by the staff *Employee Conduct* policy and the *Dress Code* policy and guidelines.
10. Volunteers serve at will and may be discharged with or without cause or notice by the library director or volunteer coordinator at any time.
11. Unique volunteer partnerships may be made at the discretion of the library director and the volunteer coordinator.

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Approved: December 15, 2010

Clinton-Macomb Public Library Board of Trustees