

Carlsbad Public Library

Volunteer/Community Service Policy

June 2014 – June 2019

Carlsbad Public Library is pleased to assist the community by offering opportunities for volunteer service and for the performance of community service hours, as required by various organizations.

A. SERVICE REQUIREMENTS

- Workers must make arrangements in advance with the Library Director to perform services.**
At the time of the initial meeting with the Director, the worker and the Director will discuss the tasks to be done and set a schedule of work. The schedule may be changed later to accommodate school, job, etc.
- Workers must make a good effort.** It is important that workers be able to complete the tasks assigned to them independently, without needing excessive staff supervision. If, in the judgment of the library staff, the worker is not putting forth a good effort, the service arrangement will be terminated and the worker will have to complete service hours elsewhere.
- Workers may not socialize with friends, conduct lengthy phone conversations, play games, or otherwise conduct personal business while completing service hours.** Just being present at the library does not count towards service hour performance and library staff cannot sign off on hours unless they are actually worked.
- Attitude is important.** Workers who display an unwillingness to perform the tasks assigned, or otherwise have a poor attitude towards the library staff or patrons, will be asked to complete their service hours elsewhere.
- Attendance is the worker's responsibility.** Workers should arrive at the library on time and ready to begin work. If the worker is unable to attend as planned, the Library should be notified as soon as possible. Otherwise, it will be assumed the worker is not interested in completing service hours at the library and this agreement will be terminated. In addition, Library staff are not responsible for making sure workers remain on site.
- Keeping track of hours worked is the worker's responsibility.** Workers are responsible for entering hours worked on the sign in/sign out sheet provided by the library. Librarians supervising the worker may sign a sheet provided by the worker confirming the hours of service performed each day. The Library Director may provide a letter stating the number of hours worked when the term of service is completed.

I accept the terms of this agreement. I understand my service may be ended should I fail to abide by these requirements.

Volunteer/Community Service Worker

Parent or Guardian (if worker is a minor)

Library Director

Date

**Carlsbad Public Library
Volunteer/Community Service Worker Registration**

Date: _____

Name: _____

Phone: (H) _____ **(W)** _____ **(C)** _____

Your organization or referring agency?

Number of hours to fulfill?

When are you available?

Days: _____

Hours: _____

References

Name Phone

Name Phone

Library experience? If yes, what library areas or tasks are you familiar with?

Do you have any health conditions or physical restrictions?

Whom should we notify in case of emergency?

Name: _____

Phone: (H) _____ **(W)** _____