

FREE PUBLIC LIBRARY OF HASBROUCK HEIGHTS

320 Boulevard, Hasbrouck Heights, New Jersey 07604
Phone: (201) 288-0488 Fax: (201) 288-5467
Mimi Hui, M.L.S.
Director

LIBRARY VOLUNTEER POLICY

(Approved 10/9/13)

1. The schedule of volunteer work hours of any volunteer at the library is dependent upon the availability of supervisors. The number of volunteers accepted is based on the amount of work and supervisory time allocated and needed.
2. Volunteers should notify the Teen Librarian within 24 hours if they know that they will be late or absent. Failure to give such notice will result in loss of volunteer hours. You can reach the Teen Librarian at (201) 288-0484 or by email at hlibraryvolunteers@gmail.com
3. It is the responsibility of the volunteer to fulfill their assigned hours. Staff members will not call to remind them.
4. Volunteers must sign in and sign out of the volunteer folder.
5. Volunteers are ambassadors for the library and must present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If, in the sole discretion of a supervisor or the Library Director, a volunteer is dressed in an inappropriate manner, they may not be permitted to work their shift.
6. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Children's Librarian.
7. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
8. To end a volunteer commitment, please notify the supervisor of that decision and the effective date.

I have read, understand, and agree to abide by the terms listed above.

Print Name _____

Volunteer
Signature _____ Date _____

Address _____

School _____ Year of Expected High School Graduation _____

Home Phone # _____ Cell Phone # _____

Email Address _____

Parent Signature Required
(if volunteer is under 18 yrs old) _____

Library Staff Initials _____

Date Received _____