

Canaan Town Library Volunteer Policy

Volunteers are important to the success of the Canaan Town Library and to the delivery of its services to the citizens of Canaan. The Canaan Town Library values the time and commitment of citizens who volunteer. Volunteers help, under the direction of staff, to provide support in implementing the mission and programs of the library.

Prospective volunteers must fill out a Canaan Town Library Volunteer Application and submit the names and phone numbers of two local references. If the volunteer's qualifications, skills, and schedule match an available volunteer position at the Library, the volunteer will be interviewed. Placement of an applicant may not always be possible. Applications not matching any current volunteer openings will be kept in a Resource File for one year and that volunteer may be called if a position becomes available.

Volunteers are asked to work on projects that are supportive of staff efforts. Examples include: shelving or moving books and materials, shelf reading, book covering, book repair, children's craft preparations, light cleaning work, such as dusting, or other special projects.

The Canaan Town Library uses volunteers to supplement and complement, but not to replace; the efforts of paid library staff in meeting demands for quality public service. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the library's ability to operate if a volunteer failed to report to work. The staff of the Canaan Town Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision and recognition.

Due to the time and costs involved in adding volunteers to the staff, volunteers are asked to commit to a minimum of 3 hours weekly. The librarian will schedule these hours with the assistance of the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. The Library reserves the right to terminate the services of the volunteer at any time due to workload changes, lack of skills needed, attendance problems, or other performance or conduct issues.

**Canaan Town Library
Volunteer Application Form**

Name: _____ Date: _____

Address: _____ Phone: _____

Names and contact information for 2 references:

Emergency Contact: _____ Phone: _____

Age (if under 18): _____

Please provide:

- Copy of a Youth Employment Certificate if you are under the age of 18 (except for youth performing community service through a court order).
- Proof of age (photocopy of birth certificate; driver's license if 16 or 17) that shows the volunteer is 14 years old or older.

Is there anything you would like to share about yourself: work experience, education, hobbies, and interests?

The library appreciates your interest in volunteering with us. We have many jobs using various skills and will do our best to fit you with something you enjoy.

Please read the following agreement:

I agree that my attendance and involvement in activities undertaken for the Canaan Town Library are voluntary and that I am participating at my own risk. If qualified for volunteer service, I agree to abide by the rules and regulations of the Library. I understand that I will be asked to volunteer as a need exists.

This Agreement, made on _____ [DATE] by and between

The Canaan Town Library hereinafter referred to as "charity," and _____ [NAME],
_____ [DOB], hereinafter referred to as "volunteer."

WITNESSETH:

Whereas, volunteer intends to donate services to the charity identified above, and said charity intends to accept the donation of volunteer services.

Approved by Canaan Town Library Trustees May 15, 2023

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to charity in the capacity of Volunteer. Said services shall include, but may not be limited to, the following: shelving or moving books and materials, shelf reading, book covering, book repair, children's craft preparations, light maintenance, and/or light cleaning.
2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the charity in order to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered to be an employee of the charity, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services.
5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.
6. It is further understood and agreed to by volunteer that the services rendered to the charity shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.
7. Volunteer further agrees that volunteer will fully cooperate with the charity and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arises from the matters covered by this agreement. Volunteer further agrees to notify the charity immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives or may give rise to liability on the part of the volunteer of the charity.
8. I understand that my volunteer assignment will begin on _____ and end on _____; and that I will spend approximately _____ hours per _____ providing volunteer services. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

SIGNATURE OF VOLUNTEER

DATE

Approved by Canaan Town Library Trustees May 15, 2023

PARENT OR GUARDIAN of a minor. I, as parent or guardian of the above name minor, hereby give my permission for my child to provide volunteer services in the above described event or capacity and for the duration of time stated, and further agree, individually and on behalf of my child to the terms set forth above.

PARENT OR GUARDIAN SIGNATURE

DATE

To Be Completed At End of Volunteer Service by Volunteer Supervisor			
Volunteer Supervisor:			
Volunteer Time Donated:			
Years:	Weeks:	Days:	Hours:
Signature of Volunteer:		Termination Date:	
Printed Name of Supervisor:			
Signature of Supervisor:		Date Signed:	