



Volunteer Policy

It is the policy of the Tuxedo Park Library to encourage community-minded people to serve as volunteers. Volunteers enhance, rather than replace, adequate staffing. The Library and its volunteers must work together to ensure a successful relationship.

A volunteer shall be considered to be any individual who assists the staff without remuneration. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees, especially those that relate to patron privacy and confidentiality. Volunteers may not make any statement or take any action which might significantly affect or obligate the library. Volunteers work under the direction of the Director or staff member appointed by the Director. The library reserves the right to terminate a volunteer's working association with the library at any time, for any reason.

Volunteers must fill out a volunteer interest form. Volunteers will be interviewed to determine their interests, availability, levels of experience, and fit with the library's assignments. Volunteer talents, experience, availability and interests will be considered in job assignments. A volunteer may be asked to commit to specific work hours, in order to coordinate with and complement regular staffing. The number of volunteers will be determined by library needs. Parents of volunteers under the age of 18 must sign a statement of consent as part of the application.

There are four categories of volunteers at the Tuxedo Park Library:

- Adults over 18 years of age
- Youth between 14 and 18 years of age
- Youth under the age of 14 are accepted on a short-term project-oriented basis
- Court ordered volunteer service shall be for non-violent offenders only, and shall be at the discretion of the Director

Adopted by the Board of Trustees, October 8th, 2013
Revised by the Board of Trustees, November 12th, 2013



Parental Permission Form for Volunteers

Please print:

Name of volunteer: _____

Name of parent/guardian: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

Emergency contact information (please provide emergency phone numbers, cell phone numbers, work phone numbers of volunteer's parents /guardians to be used in case of an emergency):

Volunteer's birth date: _____ Volunteer's school: _____

Parental consent:

I _____ give permission for my child _____ to volunteer at the Tuxedo Park Library. I agree to be responsible for providing my child with transportation to and from the library so that he/she can fulfill his/her volunteer commitments and responsibilities. I agree that it is my responsibility to inform the Library Director if I no longer give my permission for my child to volunteer at the library. I confirm that both I and my child have read the library's Volunteer Policy.

Parent/guardian signature

Printed name

Date



Court Ordered Community Service Form

(Applicant under the age of 18 must provide a signed parental permission form.)

Please read our Volunteer Policy on the back of this form. Fill out this form and a library representative will contact you.

Date: _____

Name: _____ Email: _____

Home Phone #: _____ Cell Phone #: _____

Address: _____

What kind of work do you enjoy doing: _____

Do your volunteer hours need to be completed by a certain date (circle one)?

NO YES

If YES, please provide the date. _____

Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							

Youth applicant: most recent grade completed (circle one): 7 8 9 10 11 12



Tuxedo Park
LIBRARY
Come In. Connect.

Youth Volunteer Interest Form

(Library volunteer under the age of 18 must provide a signed parental permission form.)

Thank you for your interest in volunteering at the Tuxedo Park Library. Please read our Volunteer Policy on the back of this form. Fill out this form and a library representative will contact you.

Date: _____

Name: _____ Phone #: _____

Address: _____

Library Card #: _____ Email: _____

What kind of work do you enjoy doing: _____

Youth volunteer most recent grade completed (circle one): 7 8 9 10 11 12

How many volunteer hours do you need? _____

Do your volunteer hours need to be completed by a certain date (circle one)?

NO YES

If YES, please provide the date. _____

Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							



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Date: _____

Name: _____ Phone #: _____

Address: _____

Library Card #: _____ Email: _____

What kind of work do you enjoy doing: _____

Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							