

Palmerton Area Library

Court Ordered Community Service Policy

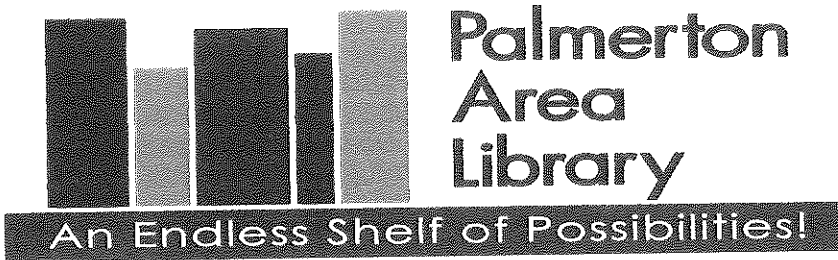
Applicants requesting to fulfill Court Ordered Community Service at the Palmerton Area Library:

- Must complete the Volunteer Form.
- Must not be convicted of: anything higher than a Third Degree Misdemeanor crime, violent crime, or a crime of a sexual nature.
- Must present a letter from the judge /parole officer explaining the reason for the community service and must present contact information for Parole Officer.
- Volunteering is subjected to the needs of the library; the library is not obligated to provide any or all of the community service hours needed by an applicant.

Any decision about accepting an Applicant will be at the discretion of the library director after all materials have been submitted.

Palmerton Area Library reserves the right to terminate any community service opportunity if in any way the applicant negatively impacts library customers, staff or property.

Adopted June 2019



Volunteer Application

Thank you for your interest in volunteering at the Palmerton Area Library.

To apply for a volunteer position, please fill out this form and bring it to Palmerton Area Library, 402 Delaware Avenue, Palmerton, PA 18071. The library will contact you after receiving a completed form.

The library asks potential volunteers to consider their schedule and level of commitment before applying. The volunteer program includes court-ordered community service on a case by case basis. Please speak with the library director before applying. The library will provide hours to carry out its mission but is not obligated to provide the total number of hours needed to complete community service.

Opportunities to volunteer are also available with the Friends of the Library book sale, art show, and photography show. (Special Projects)

Volunteer Application

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email _____ Best time to be reached _____

Emergency Contact Name _____

Emergency Contact Number _____

Do you have a Palmerton Area Library card? Yes _____ No _____

Skills (for example: computers, teaching, crafts, public speaking)

Volunteer Type	
Adult _____	Student _____
Family _____	Group _____

Volunteer Experience

If you are volunteering to fill a requirement for another organization

Organization _____ Contact Name and Phone _____

Number of hours _____ Deadline _____

Your Availability: Please indicate the times you can work (for example: Mondays from 1-3 p.m.)

Monday 10:00a.m to 7:00 p.m. _____ Thursday 10:00 a.m. to 5:00p.m. _____

Tuesday 10:00a.m to 7:00 p.m. _____ Friday 10:00 a.m. to 5:00p.m. _____

Wednesday 10:00a.m to 7:00 p.m. _____ Saturday 9:00 a.m. to 4:00 p.m. _____

****Some volunteer positions require that the volunteer have Pennsylvania Child Abuse Clearance forms. Form number CY-113 is required for volunteers working directly with children. The form is available at the main desk of the library or online. PA State Police Criminal Record Check may also be required. Volunteers are responsible for any fees. If applicant is under 18, clearances are not required.**

CY-113 online submission: <https://www.compass.state.pa.us/cwis/public/home>

Criminal Record Check online submission: <https://epatch.state.pa.us/>

If volunteer is under the age of 18:

Age _____ Parent/Guardian Name (print) _____ Signature _____



- Book Sale
- **Summer Reading
- Special Projects
- Shelf Reading
- Adopt a shelf



- **Teen Group Helper
- Story Hour Reader
- Shelving

Palmerton Area Library
Volunteer Confidentiality Agreement

I understand that it is the policy of the Palmerton Area Library to protect the privacy of all patrons of the library.

I agree to hold all laws of the state of Pennsylvania stating that records related to circulation of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. As a library volunteer I agree to uphold these standards.

I understand that a breach of confidentiality is grounds for dismissal from the library volunteer program.

Applicant Signature _____ Date _____

Palmerton Area Library

Volunteer Policy

The Palmerton Area Library Trustees acknowledge the need for and value of volunteers. Volunteers are an important part of providing patron services.

A volunteer is not a replacement or substitute for paid staff but adds a new dimension to the services of the library. A library volunteer performs any assigned duty for the benefit of the Palmerton Area Library, receives no salary, and is a registered library volunteer.

Every attempt will be made to place volunteers in positions which match their interests, skills, and time commitments. Job descriptions and application forms will be available for opportunities that are supervised by library staff.

All volunteers must be at least thirteen years of age unless the volunteer is a member of a group or a part of a volunteer family.

An essential component of the volunteer program is the successful partnership of paid staff and volunteer staff. We encourage an atmosphere of cooperation, respect, and understanding of all roles. The library is committed to provide volunteers:

- Clear and direct supervision
- The training necessary to perform the assignment
- Regular feedback regarding performance
- Opportunities for new assignments
- Recognition of a job well done

The staff requests that volunteers:

- Ask for clarification of assignments
- Are dependable and punctual in the schedule
- Work towards the goals of the library mission

Definition of a Volunteer:

A Volunteer is an individual, family, or group who perform a service, contribute their time, talents, and experience to the Palmerton Area Library, without compensation.

Categories of volunteers are:

Adults – Any volunteer over the age of 18

Student – Any volunteer between the ages of 13 and 18

Family - A family unit that volunteers to work in the library. Children under the age of 13 must be always supervised by an adult.

Group - A group from any organization that would like to work on a specific project that has been approved by the library director. Children under the age of 13 must be always supervised by an adult.

Levels of Volunteer:

Level one - The level one volunteer will not require an extensive training period. Level one volunteers will receive basic instruction on library policy, procedures, and job duties. Support will be provided by available library staff when requested. Depending on the task, the staff will provide instruction.

Level two- The level two volunteer requires training. One on one training with a paid staff member and/or a training manual will be provided. Trained volunteers are required to have communication skills and will present themselves in a professional manor. For positions that interact with children, such as story time readers, it is recommended that the volunteer have some previous experience working with young children either professionally or through another volunteer experience.