

# New Volunteer Handbook | Longview Public Library



We are so excited you are considering volunteering with the Library! We want to ensure everyone's success with this handbook. Please take a few minutes to read through it as you self-assess if volunteering with the Library sounds like a good match for you.

## Become a Library Volunteer

The Library has many different volunteer roles. As you review this handbook, decide what type of volunteer you would like to be:

- Shelving
- Events and Programs
- Summer Reading Program
- Homebound Delivery
- Adult Literacy
- Seed Library
- Friends of the Rose Garden

## Volunteer Job Descriptions

### ***Shelving Volunteer:***

- Ensures library patrons can find the items they're looking for by keeping our collections organized.
- Primary job duty is reshelving books, with accuracy being the highest priority. Good shelvees are detail-oriented and can work independently without direct supervision.
  - Due to the time it takes to train volunteers for this position, shelving volunteers must **pledge to a 3-month minimum commitment**. Shifts are usually 1-2 hours. Training includes a full orientation of the collection and shelving procedures.

### ***Events and Programs Volunteer:***

- Assist library staff in running fun and successful events and programs for the community.
- Duties vary based on the event, but might include setting up tables and chairs, offering refreshments, demonstrating a craft, or cleaning up after the event ends.
  - This position is great for those who can't volunteer for an extended period, or for those who want to help make the library's events awesome! Shifts vary based on the program, but usually ranges from 30 minutes to 2 hours. Training (if necessary) is done right before the event.

### ***Summer Reading Program Volunteer:***

- Helping patrons sign up or redeem earned prizes for the Summer Reading Program in 1 or 2-hour shifts at tables. Volunteers are trained how to use Beanstack, the tracking service for the program, at a group orientation.
  - This position provides quality customer service and should have basic computer skills. Volunteer roughly once a week throughout the course of the program (mid-June to early August), but we're flexible regarding vacations and other plans.

### ***Homebound Delivery Volunteer:***

- Deliver and pick up books for our homebound patrons at local residences and assisted living facilities. Volunteers must have a valid driver's license, car insurance, be able to lift 25 pounds and be at least 18 years old.
  - o **Includes pledging a 6-month minimum commitment**, volunteering at least 2 times a month for approximately 2 hours per shift. Training involves an orientation.

### ***Adult Literacy /Project READ Volunteer:***

- Engage 1-on-1 with people attempting to learn a new language or apply for American citizenship using lesson plans they create. Volunteers are good with people, understand the basics of teaching and learning principles and styles, and are dedicated to their work.
  - o **Includes pledging a 6-month minimum commitment.**

### ***Seed Library Volunteer:***

- Assist with packing seeds and help with Seed Library events. Volunteers can pick up the supplies from the library and do the volunteer work from home or in the Library.

### ***Friends of the Rose Garden Volunteer:***

- Assist with pruning, weeding, and maintaining the roses in the Rose Garden.
  - o There is no minimum time commitment required and includes basic grounds training.

## **Volunteer Requirements**

- Must be at least 16 years old.
- Must submit a completed volunteer application including consent to a background check.
- Must pass a background check.
  - o Felonies
    - Individuals convicted of felony theft or bodily harm charges may not volunteer at the library.
    - Individuals convicted of other felonies may be eligible to volunteer at the library if the charges are over 10 years old and at the supervisor's discretion.
  - o Misdemeanors
    - Individuals convicted of a misdemeanor may be eligible to volunteer at the library if the charge is over 5 years old.
  - o DUI
    - Individuals convicted of a DUI may be eligible to drive a vehicle as part of their volunteer duties if the charge is over 5 years old.
- Must pass the short mandatory safety test.

## **Why Volunteer at the Library?**

- Earn a library card if you live outside of the Library's service district.

- Volunteers can earn a 3-month card after completing 20 hours of volunteer service. To maintain cardholder status, a volunteer must complete a minimum of 20 hours of volunteer service every 3 months.
- Complete service hours for school.
- Participate in and help organize fun events for the community!
- Help support library values by ensuring patrons have access to materials and information they need.

## **Volunteer Expectations**

- Volunteers should use *SignUp.com* to pick the shifts that work for you, there is a maximum of 2 hours per day.
- Show up to all volunteer shifts on time.
- Sign in via *SignUp.com* upon arrival and sign out after finishing your shift.
- Always wear your nametag while volunteering at the library.
- If you cannot volunteer for your assigned shift, please notify your Volunteer Supervisor as soon as possible through *SignUp.com* or by calling or emailing one of the Library's Volunteer Coordinators.
- Remember that in becoming a Longview Public Library volunteer, you are representing the library, and should act accordingly, which includes following the library's code of conduct, following volunteer procedures and guidelines.

## **Next Steps if You Decide to Submit an Application**

- Once you have an idea if volunteering with the library sounds like a good match, fill out a volunteer application which includes a background check consent agreement. If you're under 18, the application includes getting consent from a parent /guardian.
- Within 2-3 weeks of submitting your application packet, a Volunteer Coordinator will follow-up and connect with you.
- If it's determined that you'll be a good fit for one of our current volunteer activities, we'll ask you to take the short mandatory safety test.
- Pass the safety test and attend a volunteer orientation for the type of volunteer position(s) you are applying for.

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