



TIFFIN-SENECA PUBLIC LIBRARY VOLUNTEER POLICY

- Adult volunteers must be willing to work a minimum of 2-4 hours per week for at least six months.
- Student volunteers must be able to commit to a minimum of two hours per week for at least three months.
- A satisfactory background check is required of individuals volunteering in the Youth Services Department.
- If not selected, applications will be kept on file for one year.
- Volunteers may not:
 - Perform activities that could reveal confidential patron information
 - Use the Integrated Library System (ILS)

77 Jefferson St.
Tiffin, OH 44883

www.tiffinsenecalibrary.org
419-447-3751



VOLUNTEERING AT THE LIBRARY



VOLUNTEER APPLICATION

Volunteers must be at least 14 years old. Volunteers under the age of 18 must have a parent or guardian's signature.

Last Name

First Name

Mailing Address

City

Zip Code

Mobile Phone

Home Phone

Email

Employer or School

What days are you available to volunteer? Please check all that apply.

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What time of day do you prefer? Morning Afternoon Evening

Are you an OPERS retiree or contributing employee? Yes No

Number of hours per week you are available to volunteer: _____

If volunteering for a school requirement, how many hours are needed?

What special skills, interests or training do you have?

To best meet your needs, please describe any particular goals or expectations that you have while volunteering:

VOLUNTEER OPPORTUNITIES

Please let us know what you are interested in volunteering for by checking the appropriate boxes below.

Community Relations

- Folding and cutting promotional materials.
- Helping with special events such as the Storybook Festival and Operation Elf.
- Helping create displays under the book arch.

Circulation

- Shelving library materials that have been returned. (must be able to push and pull shelving carts weighing up to 40 pounds on a carpeted surface).

Youth Services

***A satisfactory background check is required of individuals volunteering in the Youth Services Department.*

- Clean and sanitize toys once a week
- Using the die cut machine for various projects throughout the year.
- For teens only: Join the Teen Advisory Board

Volunteers 18 years of age and older:

In consideration of the opportunity to volunteer with the Tiffin-Seneca Public Library, I fully and completely release T-SPL, its officials and employees from any and all claims, demands and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer with the Library. I understand that I will be covered by the Library's insurance for any physical injuries that may occur during my volunteer activities. I acknowledge that any photograph or videotape taken of me participating in this volunteer activity may be used for outreach, education, advertising or documentation purposes by the library.

By my signature below, I verify that I understand the rights, responsibilities and privileges of participation in the volunteer program and agree to hold harmless, release and indemnify the Tiffin-Seneca Public Library, its officials and employees from liability for property damage and/or personal injury resulting from my participation in this program.

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify the Library as soon as possible. If I decide to stop volunteering, I will notify the volunteer coordinator.

Signature: _____ **Date:** _____

Volunteers under 18 years of age:

By my signature below, I verify that I am a parent or guardian of the participant and I hereby consent to his/her participation in the Tiffin-Seneca Public Library volunteer program. I also agree to indemnify, hold harmless and to release the Library, its officials and employees from any liability for property damage and/or personal injury to me or my child/ward resulting from his/her participation in the volunteer program. I acknowledge that any photograph or videotape taken of my child/ward participating in this volunteer activity may be used for outreach, education or documentation purposes by the Tiffin-Seneca Public Library.

Signature: _____ **Date:** _____