

**Plymouth Public Library  
Volunteer Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Please check off the volunteer activities you would be interested in. Descriptions of each job can be found on the following pages of the application.

**Childrens**

- Shelving
- Special Projects

**Circulation**

- Shelving
- Shelf Reading
- Materials Monitor

**Literacy** (training provided)

- One on one tutoring for adults

**Outreach** (Senior Services)

- Special Projects

**Reference**

- Shelving
- Shelf Reading
- Special Projects

**Manomet Branch**

- Shelving
- Shelf Reading

**History Room**

- Desk Monitoring/Research Assistance
- Special Projects

**Special Events**

- As Needed

Time available (please circle):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
morning	morning	morning	morning	morning	morning	morning
afternoon	afternoon	afternoon	afternoon	afternoon	afternoon	afternoon
evening	evening	evening	evening	evening	evening	evening



(Volunteer Application, continued)

List any physical restrictions: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Indicate if you will be using Library volunteering hours towards community service for school, or for tax credit through the town: \_\_\_\_\_

Please check:  I have read the attached volunteer guidelines.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of a Legal Guardian if under 18: \_\_\_\_\_

Completed applications can be emailed to:

Debbie D'Isabel, Foundation Manager, [ddisabel@pplfdn.org](mailto:ddisabel@pplfdn.org);

or mailed to:

Plymouth Public Library Foundation  
attn: Debbie D'Isabel  
132 South Street,  
Plymouth, MA 02360

Thank you for your interest in volunteering at Plymouth Public Library!

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For office use only

Date contacted: \_\_\_\_\_

Notes:



## **Plymouth Public Library**

### **Volunteer Job Descriptions:**

**Shelving** - Return books to shelves in appropriate order. Should have familiarity with Dewey Decimal System and be able to lift, bend and reach.

**Shelf Reading** - Look through designated shelves and reorder books as needed. Should have familiarity with Dewey Decimal System and be able to lift, bend and reach.

**Materials Monitor** - Assist with checking in materials from our Library of Things. Many items have multiple pieces that need to be counted and processed.

**Special Events:** Each year, the Library Foundation runs several fundraising events. Many volunteers are needed! Duties can include set up, clean up, registration, passing out programs, counting attendees, etc.

**Literacy Tutoring:** Tutors offer support to students in Math and Reading as they prepare for the High School Equivalency exam. Tutors are also needed to help students who are learning English. Tutors are required to take a free training course at the Library, as well as commit to one hour a week when matched with a student.

**History Room Desk Monitoring:** History Room volunteers assist patrons with finding materials in the History Room and help with research questions, typically dealing with local history and genealogy, using books, maps, microfilm and digital resources.

**Outreach (Senior Services):** Occasionally assist for special events.



## **Plymouth Public Library Volunteer Guidelines**

### Eligibility:

Volunteers must be 16 years or older to work independently at the Library.

### Mission Statement:

The purpose of the Library's volunteer program is to support the Library staff in providing the best possible service to the Plymouth community through recruitment and placement of volunteers. The Volunteer Program complements the Library and its staff who are recognized as vital, visible members of the community. The program also provides both useful and productive tasks for those seeking ways to serve their community.

### Guidelines:

- The Library Staff will define and schedule all volunteer opportunities.
- All volunteers must complete an application. Our goal is to provide the Library Staff with support and to have the volunteer do a job that is worthwhile and satisfying.
- Volunteers will be provided with training and supervision for the job accepted.
- Volunteers are asked only to perform the assignment they have accepted. Volunteers are not to perform additional tasks without prior approval from their supervisor.
- Volunteers must respect the confidentiality of the Library. Massachusetts law states that library records are confidential.
- Volunteers must notify designated staff of their absence.

The Library and its Staff have the *right* to:

- Decline acceptance of a prospect as a volunteer if the person seems unsuitable for the assignment envisioned.
- Know that the volunteer will fulfill the assignment as agreed upon or will notify staff sufficiently in advance that it cannot be completed.
- Know that volunteers will not go beyond their competence and authority; that the volunteer and staff will report problem situations that they are unable to resolve.
- Know that the volunteer has been asked to maintain confidentiality and respect the policies of the Library.



- Expect a volunteer to maintain an open line of communication with staff so they can benefit from their views and experience.
- Release a volunteer who is unacceptable or whose skills do not fill a need in the Library.

The Library and its Staff have the *responsibility* to:

- Use volunteers to extend services so more can be done within time and budget without displacing paid workers; no volunteer may do the assignments of a paid staff member.
- Define volunteer jobs that are meaningful to the volunteer and commensurate with their abilities, which will allow the Library to provide its patrons with more personalized service.
- Be alert for assignments for volunteers with special needs.
- Give the prospective volunteer the same careful placement attention as a paid employee; assign a supervisor.
- Outline realistically the time, skills and requirements for carrying out the proposed job.
- Provide orientation, training and refresher training to stimulate and increase the volunteer's skills and to better meet the needs of the Library.
- Provide adequate, pleasant workspace and clear instructions.
- Accept volunteers as part of a team, including them in training and meetings pertaining to their work.
- Establish and communicate clearly defined lines of supervision so the volunteer know to whom they are responsible and who has priority on their time.

