Clifton
PUBLIC LIBRARY

Volunteer Policy

1. Volunteer candidates will be registered with FOCUS CLIFTON for the purposes of establishing the proper insurance coverage. Candidates may either be referred to the Library by the FOCUS Office or may approach the Library directly to volunteer. Appropriate application forms for FOCUS will be available by the Library; after they are filled out by the applicant, they will be forwarded to the FOCUS office.

2. Volunteer candidates will be asked to complete a volunteer application form to determine their areas of interests, their skills and their availability. (Form attached) After this form is completed, a candidate will have an interview with the volunteer coordinator to determine his/her assignment and schedule.

3. Volunteers may be assigned to any department in either building; they may be assigned to work on ongoing tasks, special projects or may even be "on-call".

4. Because of the confidentiality of library records, volunteers will be asked to sign a statement indicating that they understand the confidential aspect of these records before they begin work at the Library. (Form attached)

5. Upon beginning work in the Library, the volunteer will be given a short tour, as well as a list of procedures and guidelines for working within the library. Examples of the type of information that will be included are the no smoking policy and the sign in procedures.

6. The training process will take place upon the commencement of work in the library. As assignments may change, the volunteer coordinator will ensure that appropriate training will be scheduled.

7. A certificate of appreciation will be presented annually to the volunteer in recognition of his/her contribution. Additional incentives, such as volunteer of the month, will be developed as the program grows.

5/9/92

Welcome to Clifton Library Volunteers

Thank you for considering volunteering at the Clifton Public Library. Volunteers are an essential part of our organization, and the community, the Library Board of Trustees and the Library staff value the time and skills you donate to our library.

There are a number of volunteer opportunities at both the Clifton memorial Library and the Allwood Branch Library. Opportunities range from on-time-only special project to working for several hours a week on an on-going basis.

Please look over the descriptions of the volunteer assignments and check off any that interest you. Some of the volunteer assignments may require special skills. Once you have completed the volunteer form, and checked off the areas that interest you please return the form to the library. A supervisor from the appropriate department will contact you.

Circulation Department

The Staff in this department are responsible for registering patrons for library cards, Internet use and personal computer time; checking material out and in; reserving books for patrons; collecting fines and other fees; giving out information on library rules and procedures; shelving returned material and numerous other tasks. Many of the jobs must be reserved for staff because of the complex nature of the rules and regulations of patron confidentiality, but volunteers can make a valuable contribution to this department.

_____ Photocopy Assistant. Volunteers would make copies of various library handouts. This could include copying, folding and collating patron information brochures, Internet policy handouts, and any other forms needed in the circulation department. The photocopy assistant would be required to use the photocopy machine, check the level of supplies of the various handouts, and keep the master forms organized. Volunteers assigned this position are needed on an on-going basis.

_____ Stamper. Used date due cards need to be sorted by color and stamped with a new date stamp and set up to be used at a specific future date. Volunteers would sort and stamp cards, and keep card drawers stocked and in order. Volunteers assigned this position are needed on an on-going basis.

_____ Shredder. Confidential patron records and other library materials need to be shredded before being thrown away. Volunteer would use the shredding machine, which shreds and bags the documents. Volunteers are needed on an on-going basis.

_____ Shelf reader. A shelf reader would be assigned an area in the library that he or she would be responsible for. Shelf reading includes checking each item (book, video, magazine or CD) to make sure it is where it belongs on the shelf. It also includes straightening and edging the shelves. Shelf readers need to be able to alphabetize or put items in order using Dewey Decimal number. Shelf readers assigned to magazine areas need to organize the magazines by title and date. Volunteers are needed on an on-going basis.

_____ Duster. It may not be something people think about, but books create a lot of dust. Out custodial staff works hard to keep the Library clean, but sometimes just cannot get all those many feet of shelves. A volunteer would dust the exposed part of the shelf, and straighten the books on the shelves as they went from shelf to shelf. Volunteers are needed on an on-going basis.

_____ Tax Forms. Keeping the tax form display area stocked can be difficult. From January to the end of April, a volunteer in this area would make sure that a sufficient number of copies of each tax form or publication are available. Volunteers are needed only on a seasonal basis.

_____ Video Repair. Many of our well-used videos need simple repairs so they can be viewed again. Volunteer would be responsible for checking and repairing tapes when possible. Volunteers needed on an on-going basis.

Technical Services Department

The staff of this department is responsible for placing orders for new library materials; maintaining budget figures for monies spent; cataloging and processing all new materials and repairing damaged or worn items. While many of these tasks (ordering and cataloging, for example) must be done by staff members, volunteers can certainly play a role in processing material and repairing damaged items.

_____ Processing Library Materials. This would include stamping books, putting on plastic jackets; adding plastic covers to paperbacks; placing labels, stickers and book pockets in all library materials. Volunteers can be used on an on-going basis.

_____ Mending/Repair. This is primarily book repair. Volunteers would be trained to tip in loose pages, mend book spines, repair loose covers, and mending and replacing missing pages. Volunteers can be used on an on-going basis.

_____ Typing Spine Labels. Simple typing, where speed is not a factor. Volunteers can be used on an on-going basis.

_____ Withdrawing Items. At times, because of age, or wear and tear, books and other items are withdrawn from the library's collection. Volunteers would stamp items with a "No longer the property of" stamp. Volunteers can be used on an on-going basis.

_____ Video Processing. This involves placing the cover from the original cardboard case into the plastic video cases used by the library. Volunteers can be used on an on-going basis.

Reference Department

This department is responsible for answering adult reference questions, for selection of adult circulating and reference materials; for maintaining current and back issues of periodicals, magazines, and microfilm and for maintain the library's website. Computer training classes are also run from this department.

_____ Shelving and Maintaining reference collection. Any volunteer assigned to this task would be trained to work with the Dewey Decimal system. Books left on tables would need to be shelved, and shelves would need be kept in order, and straightened to have a neat appearance. This job may involve shifting books from one shelf to the other if one area becomes too crowded. Please be aware that some of these books are quite heavy and that bending and stretching are part of the job. Volunteers needed on an on-going basis.

_____ Maintaining Periodical Room. This involves keeping magazines in order in their proper Princeton files (metal magazine boxes). Back issues of newspapers are also kept in this room and need to be kept in order by date. Volunteers needed on an on-going basis.

_____ Filing. The Reference Department subscribes to various services that need to be updated as new supplements arrive. This requires inserting and/or discarding pages from binders. This is a detail-oriented job, where instructions need to be followed very carefully. Volunteers needed on an on-going basis.

_____ Local History Data Entry. Volunteers would need to bring some specialized knowledge and interest to this position. Some knowledge of local history is needed, and also some degree of ease in working with computers. Volunteers would be entering detailed description of photographs into our local history software program. This requires independent thought, specifically the ability to make decisions about what information to enter. Volunteer is needed on an on-going basis, but once the backlog of data was entered, volunteer would not be needed as often.

_____ Computer Maintenance. Volunteer would be asked to clean computer screens and keyboards. This would not involve computer repair or hardware or software knowledge. Volunteer needed on an on-going basis.

_____ Computer Class Teacher. Volunteers for this position must have the patience and ability to teach small groups (usually just four people). The volunteer must feel comfortable with and have a good general knowledge of computers. He/she must be a user of the internet and be willing to study our internet training manual. A schedule of classes would be arranged that is agreeable to volunteer and to the library. Volunteers needed on an on-going basis.

Children's Department

The staff in the Children's Department are responsible for assisting patrons with reference questions, ordering books and audiovisual materials for children, helping children with computer access; providing programming, and helping children find age appropriate material for pleasure or for educational use. The staff of the children's department also works closely with the schools, day care facilities and other agencies working with children.

_____ Storyhour assistant. Storyhours are held during the day, both on weekdays and weekends. Volunteers would need to be available at specific days and hours when storytimes are offered. Assistants are used at both the preschool and school-age programs. The assistant would be in the room while storyhour was being held. The assistant would help with craft projects, escort children to restrooms, help quiet a child who is disturbing other children, and act as the helper for any games and activities. Volunteers are needed on an on-going basis. Storyhours meet five times over a 10 week session three times a year, September to June, and once a week for five weeks in July and August.

_____ Storyhour preparation. Volunteers would be asked to cut out patterns for crafts, gluing and otherwise assembling parts of the crafts would be involved. Volunteers must be able to follow instructions to cut out accurately. Volunteers are need on an on-going basis during storyhour sessions, for approximately one to two hours a week.

_____ Tutor/Reading Partner. The library runs three volunteer tutoring programs. During the months of July and August, volunteers are matched one on one with an elementary school student to work on reading skills. During the school year, one-on-one tutors and tutors for group sessions are needed. This is an on-going program. If you are interested, more complete information will be provided by the Children's Department.

THE BOOK NOOK
(Library Book Store)

If you are interested in volunteering in the "Book Nook", please indicate the day or days and the time frame of hours you would be available to help.

Thank you for your cooperation.

DAYS: MONDAY_____

TUESDAY_____

WEDNESDAY_____

THURSDAY_____

FRIDAY_____

SATURDAY_____

HOURS: 10 AM TO 1 PM_____

1PM TO 5 PM_____

If you interested in volunteering in the Book Nook and the above days and times are not convenient for you, please indicate below the day or days and the time you would be available.

Thank you again.

VOLUNTEER APPLICATION FORM

Clifton Memorial Library
292 Piaget Avenue, Clifton, NJ 07011
973-772-5500
Allwood Branch Library
44 Lyall Road, Clifton, NJ 07012
973-471-0555

NAME_____ DATE_____

ADDRESS_____

EMAIL_____PHONE_____

Availability:

Days I am normally available:

M T W TH F SAT SUN

Time of the day I am normally available:

10-12 12-2 2-4 4-6 6-9

Other information:_____

_____

_____

Educational background:_____

_____

_____

Special training or experience:_____

_____

_____

COMMENTS:_____

_____

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Special training or experience:

Skills:

_____Typing _____Storytelling

_____Filing _____Art/graphics

_____Construction _____Writing/publicity

_____Electronic/electrical _____Computers

_____Musical/theatrical _____previous library work

_____Special hobby or craft (explain)_____

Other_____

Physical limitation that might restrict your activity_____

COMMENTS:

STUDENT VOLUNTEER PERMIT
(To be signed by parent or guardian if applicant is under 18)

Date_____

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has my permission to work as a volunteer in the Clifton Public Library

Signature_____Phone_____

VOLUNTEER SERVICES APPLICATION **CLIFTON FOCUS (973) 470-5853**

(Applicant's Name - Last, First, Middle) Birthdate SSN

XXX-XX-XXXX

(Home Address) (City) (Zip) Home Phone #

Office Phone#

Name and Address of Person to Contact in Case of Injury or Illness While on Duty

Special Medical Needs or Info

Are you available to provide transportation for clients? (With City Vehicle) (Yes) (No)

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*I prefer to volunteer at (Group Name)_____ *

*following all guidelines as required. *

****

*Work available as follows: *

*	Office Work( )	TV Production( )	Handicapped( )	*
*	Recreation( )	Senior Canters( )	Animals( )	*
*	Horticulture( )	Museum Work( )	Library( )	*

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ENTER DAYS AND HOURS AVAILABLE

Morning Afternoon Evenings (Specify days & times)

Special Skills:

If you are a student and under 18 years of age, please indicate grade level and school below:

School_____ Grade_____

Parent's or guardian's Signature_____

Authorized FOCUS Group Signature_____

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Policy of Confidentiality

In accordance with New Jersey Statutes 18A:73-43.2, records of information on library users' are confidential. The statute states:

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

a. The records are necessary for the proper operation of the library

b. Disclosure is requested by the users; or

c. Disclosure is required pursuant to a subpoena issued by a court or court order.

L. 1985, c.172, 2.

Information regarding any patron's application or the patron's borrowing record shall be maintained as strictly confidential.

I have read and understand NJ Statute 18A:73-43.2

Signature_____

Name (please print)_____

Position_____ Date_____

Volunteer Release & Waiver of Liability and Indemnity Agreement

Volunteer States Acknowledgment

I understand that, as a volunteer, I am not an employee of the Clifton Public Library. I understand and agree that I will not receive any compensation or benefit for my participation in volunteer activities, nor will I be eligible for any coverage under the Workers' Compensation laws of New Jersey.

Acknowledgment of Risk

I hereby acknowledge and agree that participation in volunteer activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with volunteer activity participation, including but in no way limited to (1) moderate and severe personal injury, (2) property damage, (3) disability, and (4) death, and (5) illness, sickness or disease, including exposure to or infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with volunteer participation and that said list in no way limits the operation of this agreement.

Coronavirus/COVID-19 Warning & Disclaimer

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability and death. The Clifton Public Library cannot guarantee c that COVID-19 infection will not occur through participation in as a volunteer at the library.

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of my participation as a volunteer with the Clifton Public Library, I, the undersigned participant, individually and on behalf of myself, my heirs, representatives, executors, administrators, and assignees, DO HEREBY RELEASE the Clifton Public Library, its officers, trustees, directors, employees, volunteers, agents, representatives and insurers as well as the City of Clifton, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, liability, claims, judgments, attorney fees and/or expenses whatsoever, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against the Clifton Public Library or the City of Clifton on account of personal injury, property damage, disability, death, illness, sickness or disease, or accident of any kind, arising out of or in any way related to my volunteer activities with the Clifton Public Library.

In consideration of my participation in volunteer activities, I, the undersigned participant, agree

to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, liability, claims, judgments, demands, losses, suits, costs, attorney fees and/or expenses whatsoever, or of any nature whatsoever arising out of or in any way related to my participation in volunteer activities.

I hereby certify that I have full knowledge of the nature and extent of the risks, inherent in participation in volunteer activities and that I am voluntarily assuming said risks. I understand that I will be solely responsible for any loss or damage, disability, illness, sickness or disease including personal injury, property damage, or death, I sustain while participating in volunteer activities and that by signing this agreement I HEREBY RELEASE, WAIVE, AND COVENANT NOT TO SUE Releasees of all liability for such loss, damage, disability, illness, sickness or disease including personal injury, property damage, or death. I further certify that I am in good health and that I have no conditions or impairments which would preclude my safe participation in volunteer activities.

I certify that I am 18 years of age or older and of full capacity.

I hereby further certify that I will abide by all directions and instructions of the Clifton Public Library and to exercise due care in the administration of my duties. If I am a student volunteer, I shall additionally administer my duties in presence and under the supervision of a faculty member of my college.

I hereby further certify that I have never been convicted of a crime in any jurisdiction.

Print Name: _____

Signature: _____ **Date:** ____/____/____

For those volunteers under the age of 18

I represent that I am the parent or legal guardian of the minor child identified below, that I have read this agreement and that by signing this agreement I hereby consent and agree that both the minor child and I shall be bound by all of its terms and conditions. I understand that this consent is not revocable.

Print Name of Minor Child: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____