

## Harlowton Public Library *VOLUNTEERS & COMMUNITY SERVICE*

The Board of Trustees and Harlowton Public Library recognize the services provided by volunteers as important in supplementing library staff and meeting the library's public service objectives.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent and may not work without direct supervision by a staff member or an adult volunteer.

Volunteers are expected to perform their duties to the best of their ability, and to conduct themselves in accordance with and adhere to the mission, values, goals and policies of the library. Volunteers can be released from their duties at any time at the discretion of the library director.

On-site volunteer activities are limited to the open hours of the library.

HPL is firmly committed to the safety of our volunteers and the prevention of accidents. Volunteers are expected to report any unsafe work practices or hazards encountered while volunteering. All accidents/incidents (no matter how minor) are to be immediately reported to the supervisor on duty. Volunteers are expected to follow all safety guidelines, safe work practices, and HPL rules to ensure work practices, and HPL rules to ensure safety for all staff. This is an unpaid volunteer position that receives no compensation or benefits.

Court-ordered community service workers must be approved by the Library Director before beginning service hours. The library only accepts non-violent offenders for community service. The Library Director reserves the right to turn anyone away for court-ordered community service.

The Library staff will supervise all volunteer activities under the direction of the Library Director.

Adopted By Harlowton Public Library Board of Directors 4/2023  
Volunteer Form

Volunteer/Community Service Identification and Agreement

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

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

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Volunteer Dates: Start \_\_\_\_\_ End: \_\_\_\_\_  
(May not exceed one year)

Description of Volunteer Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for volunteering at the Harlowton Public Library (HPL).

Please affirm your acceptance of the following terms with your signature below.

- 1) I agree that my participation in the activities outlined in the Description of Volunteer Duties is wholly voluntary and without salary or other valuable consideration. And, I acknowledge that I am not an employee of the Harlowton Public Library/City of Harlowton and they have the right to terminate my assignment as a volunteer/community service worker without cause or notice.
- 2) I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will.

Harlowton Public Library Volunteer/Community Service Worker  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_

Provide one copy of this agreement to the HPL Volunteer/Community Service Worker

Retain this agreement for the three years from HPL volunteer separation.