



Volunteer Policy

The Fortville-Vernon Township Public Library wants its volunteers to have a rewarding and enjoyable experience. Volunteer opportunities are available for ages 14 and up, as the need provides.

While volunteers help the library achieve its mission and goals, volunteers will not be used to replace the work done by paid Library staff.

The Library supports the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks and programs
- Promote public awareness of library services

Volunteer tasks include, but are not limited to:

- Prepping for Library programs
- Assisting during special events
- Straightening book shelves
- Assist with reorganizing books
- Light cleaning, such as dusting and sanitizing
- Filing and photo copying
- Basic data entry
- Moving collections, boxes and shelves – up to 25 pounds

Application process:

- All potential volunteers are required to complete a volunteer application, which is located on the Library's website or at the Service Desk. This application includes at least one professional reference.
- All volunteers over 18 years-old are required to complete a background check.
- The Library reserves the right to decline any request for fulfillment of court-ordered community service.
- A completed application does not guarantee a position. All volunteers have the right to end their volunteering at any time. The Library has the right to release volunteers from service at any time.

Policy adopted by the Fortville-Vernon Township Public Library Board of Trustees on August 20, 2019.