

**Peabody Institute Library**  
**Adult Volunteer – Community Service Program**  
**82 Main Street**  
**Peabody MA 01960**  
**978.531.0100**

**Welcome**

Thank you for your interest in being a library volunteer. The library welcomes capable volunteers to maintain a high quality of service.

**Recruitment and Use of Volunteers**

The Peabody Institute Library trains and uses volunteers in some aspects of its service program. Volunteers enhance the library's basic service program and assist the library by performing tasks and special projects, which supplement existing services and which provide a higher level of service than that which the library could otherwise afford. A successful volunteer program requires that staff and volunteers work as a team to implement the mission and goals of the library.

**Scheduling**

**Volunteers provide service at the time and discretion of library staff during normal library hours, unless otherwise specified and agreed upon by the Volunteer Coordinator.**

**Application Procedure, Guidelines and Training**

All volunteer applicants are expected to complete an application and a CORI authorization form and meet with the Library Coordinator prior to any volunteer service. Written guidelines and training for the work to be done will be given to each volunteer as appropriate.

**Volunteer Conduct, Rights, Responsibilities**

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, patron or other person, or involves Library business.

All volunteers are considered to be representative of the library and shall conduct themselves in an appropriate manner when carrying out assignments for the library. Where a course of action is not specifically prescribed by this policy, the volunteer is expected to abide by the patron's code of behavior.

Volunteers may not use their library affiliation in connection with partisan politics, religious matters, or community issues.

Volunteer services are "at will" and may be terminated by either the library or the volunteer.

The library reserves the right to evaluate the placement or performance of a volunteer. This may lead to the reassignment of the volunteer or the termination of the relationship between the volunteer and the library.

Volunteers are asked to present a neat and clean appearance. Volunteers have the right to be treated courteously by the public, to be safe and secure, and to be appreciated by staff.

Persons volunteer without monetary compensation.

# Peabody Institute Library

## Adult Volunteer – Community Service Application

### PERSONAL

NAME Last	First	Middle
ADDRESS Street	City	State Zip
TELEPHONE _____	EMAIL _____	
Are You At Least 18 Years of Age?	Yes _____	No _____

### REFERENCES

Name	Address	Occupation	Phone No.

### EMERGENCY CONTACT INFORMATION

NAME	Relationship
Home/Cell Phone	Work Phone (optional)

### GENERAL

Have you been convicted for a felony within the last 7 (seven) years? \_\_\_\_\_ Yes \_\_\_\_\_ No.  
 Answering “yes” does not mean you are disqualified from all volunteer positions.  
 If convicted, what was the date and nature of the offense?

### READ CAREFULLY BEFORE SIGNING

I hereby give permission to The Peabody Institute Library to exercise at its option to obtain a police background check and/or to check my given references. I certify that all statements made in this application are true and correct to the best of my knowledge, and I agree and understand that if I am accepted into the Volunteer – Community Service Program, any false statement may result in my dismissal from the program.

I understand and agree to the terms of the Volunteer Conduct, Rights, and Responsibilities as listed on the previous page, and I hereby stipulate that I am not an employee of the City of Peabody and thereby waive all rights for worker’s compensation and any and all employee benefits.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Return To: Peabody Institute Library, 82 Main Street, Peabody MA 01960 Attn: Volunteer Coordinator.

Applications are kept on file for six (6) months.