



Volunteer Opportunities at the Newport Public Library

Agreement for Student Volunteering at the Newport Public Library

1. The Library will accept volunteers who have reached their 14th birthday. A volunteer’s services must cease on the day before their 18th birthday or the day before the last day of their senior year of high school, whichever is later.
2. Those who are 18 years and older and who no longer attend high school may seek volunteer opportunities with the Friends of the Newport Public Library.
3. Volunteers’ services are at the sole discretion of the Library Director. The Library Director will endeavor to assign volunteer services that are engaging for the volunteer, with the volunteers’ area of study or interest in mind; however, assignments will always be in the best interests of the Library.
4. Volunteers who are 14 or 15 years old must abide by the limitations on hours set forth as part of this Agreement. Volunteers who are 16 or 17 years old or are 18 years old but still enrolled in high school are under no such restrictions.
5. Volunteers will receive initial instruction for the assigned task(s). All volunteers must be willing and capable of working with little or no supervision for part or all of their period of service.
6. The hours required to fulfill school requirements will be conveyed to the Library Director. When the volunteer has reached 50% of the time requirement, the supervisor of that department or the Library Director will review the work completed. Volunteers may receive corrective instruction but will continue until the requirement(s) are met. Once this requirement is fulfilled to the satisfaction of Library staff, the volunteer opportunity will conclude.
7. At no time is the volunteer considered a staff member or an employee, though the Library Director may invite the volunteer to partake in staff events if appropriate (meetings, lunches, etc.).
8. Volunteer opportunities are generally for students who must fulfill opportunities set forth by their respective schools. Similarly, opportunities are available to those under 18 years of age who have extended breaks from school. Those who are 14-17 who would like to volunteer at the Library for personal fulfillment or for any reason other than school requirements are welcome to apply.
9. Volunteer opportunities are not available to those who must fulfill judicially mandated community service.
10. The volunteer is never to have supervisory or disciplinary power over a child or children.

For the Volunteer

Name

Address

City, State, & Zip Code

Phone

Email Address

Entering Grade	_____
Name of School	_____
Number of Hours Required	_____
Date of Availability	_____
Area(s) of Interest	_____
Office Skills (Word, Excel)	_____
Other Computer Skills	_____
Emergency Contact Name	_____
Emergency Contact Number	_____

Volunteers who are 14 or 15 years old:

- May only volunteer between 6:00 AM and 7:00 PM; however, 14 and 15 year old volunteers may volunteer until 9:00 PM during summer;
- May not volunteer during school hours;
- May not volunteer more than three (3) hours per day on a school day (Monday-Friday) or more than 18 hours per week when school is in session; and
- May not volunteer more than eight (8) hours per day on a non-school day or more than 40 hours per week during a non-school week.

Volunteers who are 16 or 17 years old or who are 18 years old but still enrolled in high school:

- There are no restrictions concerning the times or number of hours for a volunteer in this age group.

Volunteer safety is paramount; opportunities may be curtailed or withdrawn when seasonal changes affect the number of daylight hours.

Those seeking to volunteer at the Library must abide by general principles of public service, remaining polite and helpful at all times. Volunteers may be asked to assist with tasks that require that the volunteer lift and carry bulky and heavy items; the volunteer must be able to push, pull, maneuver, operate, and negotiate books trucks.

Volunteers who are 14, 15, 16, or 17 years old must provide a birth certificate or passport as proof of age.

By signing below, the volunteer and the parent/guardian of the volunteer both acknowledge and agree:

- that they have read this Agreement and that they understand and will abide by its terms;
- that the volunteer will not at any time or for any purpose be considered an employee of the Library;
- that the volunteer will not be paid for their volunteer services to the Library and has no expectation to be paid or to receive in-kind benefits for their volunteer services to the Library; and
- that the volunteer is volunteering their time and services to the Library for charitable, religious, or educational purposes only and not as a result of any judicially imposed mandate or penalty.
- that the volunteer will have access to staff areas during the course of his or her duties, but will not be granted access to or instruction in the Library's circulation software.

Volunteer: Print Name: _____

Sign Name: _____ Date:

Parent/Guardian: Print Name: _____

Sign Name: _____ Date:

Library Director: Print Name: Joseph Logue _____

Sign Name: _____ Date: