

Middleborough Public Library  
**VOLUNTEER POLICY**

A volunteer shall be defined, 15 years or older, who assists with the activities of the *Middleborough Public Library* as they may be defined from time to time without financial compensation. The Library Director may make exceptions to the age requirement.

Volunteers over the age of 18 must be a resident of the Commonwealth of Massachusetts.

Volunteers under the age of 18 must have the permission of their parent or legal guardian.

A student intern is any student who performs volunteer work as part of a school program for academic credit.

Individuals working for the *Friends of the Middleborough Public Library as volunteers* are volunteering for the *Friends*—and not the Library. Nevertheless, the Library reserves the right to decline the services of any volunteer working for the *Friends of the Middleborough Public Library*.

The Library utilizes volunteers to supplement and augment the efforts of the staff to provide quality service, to familiarize residents with the Library and its services, and to support Library fundraising activities. They may perform additional services as so needed.

Nothing in this policy shall create a contract between the volunteer or intern and the *Middleborough Public Library* or the Town of Middleborough. Both the volunteer and the Library may terminate their association at any time, for any reason, without any cause being stated.

Prior to serving as a volunteer, applicants must meet with the Library Director or his/her designee and complete a volunteer application. Applicants, 18 and older, will be subject to a Massachusetts CORI (Criminal Offender Record Information) background check. All applications will be reviewed by the Library Director or his/her designee and may be declined without cause or statement of reason.

The *Middleborough Public Library* values the time and service of its volunteers. Because the functioning of the Library is enhanced by them, as such volunteers must call in advance if he or she cannot come at a scheduled time.

An orientation/training session is mandatory for all potential Library Volunteers. At the end of the training session a determination will be made as to whether a volunteer is or will be suitable for his or her assignment and the tasks at hand. Attendance to an orientation session does not automatically mean that a trainee is accepted. Volunteer trainees who do not meet successful completion of the training program or who become a problem or hindrance in their ability to serve as a volunteer may be dismissed at any time, without reason or cause per the discretion of the Director.

The *Middleborough Public Library* does have a dress code for its volunteers:

- The *Middleborough Public Library* observes the common “no shirt, no shoes, no service” policy for patrons which also applies to a volunteer’s attire while volunteering.
- Volunteers will not be permitted to wear inappropriate, suggestive, vulgar, or excessively revealing clothing not conducive to community standards.

- Volunteers with an excessive amount of any offensive odor or substance like grease, ink, oil, blood, etc, that can be transferred to other patrons, Library furnishings or equipment will be asked to go home.
- Vulgar, offensive or inappropriate tattoos must be covered while in the Library.

Volunteers must comply with all Library policies and procedures especially those relating to the confidentiality of Library records. Volunteers, 18 and older, will be subject to a Massachusetts CORI background check and a Massachusetts SORI check.

Approved by the Board of Middleborough Public Library Trustees on March 11, 2019.

Middleborough Public Library  
**VOLUNTEER APPLICATION**

CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

IN CASE OF EMERGENCY/LEGAL GUARDIAN (IF APPLICABLE)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

AVAILABILITY

During which days and hours are you available?

\_\_\_ Monday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Tuesday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Wednesday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Thursday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Friday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Saturday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

\_\_\_ Sunday      \_\_\_ 9-12pm    \_\_\_ 12-4pm    \_\_\_ 4-8:30pm

CORI (CRIMINAL OFFENDER RECORD INFORMATION) REQUEST

The Middleborough Public Library requires that any volunteer 18 years and older prior to volunteering will submit and satisfactorily pass a CORI (Criminal Offender Record Information) review. Under Chapter 6, 172H, an organization—engaged in providing activities or programs to children 18 years and or younger that accepts volunteers—must obtain a CORI prior to accepting a person as a volunteer.

**SPECIAL SKILLS OR QUALIFICATIONS**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

**PREVIOUS VOLUNTEER EXPERIENCE**

Summarize your previous volunteer experience.

**AGREEMENT AND SIGNATURE**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. The signature below constitutes consent for the *Middleborough Public Library* to conduct a CORI and SORI review.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Before any person can begin volunteering, a completed application packet must be received, and the CORI review must be completed. Each volunteer will meet with the Library Director before they will be allowed to start. A volunteer application packet includes the following:

1. Signed volunteer application
2. Presentation of your driver's license or passport

Please bring the following to your meeting with the Library Director:

3. Birth date
4. Last six (6) digits of one's social security number

Please return the completed application packet to:

**Library Director  
Middleborough Public Library  
102 North Main Street  
Middleborough , MA 01826**