VOLUNTEER POLICY

A volunteer is anyone, 12 years or older, who assists on regular basis with the activities of the Parker Memorial Library 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.

Volunteers working for the Friends of the Parker Memorial Library 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 Parker Memorial Library.

The Library uses volunteers to supplement the efforts of the staff to provide quality service, to familiarize residents with the Library and its services, and to support Library fundraising activities.

Illustrative examples of volunteer work include: Shelving books, process materials, helping to prepare for programs, and other special projects.

Nothing in this policy creates a contract between the volunteer or intern and the Parker Memorial Library or the Town of Dracut. Both the volunteer and the Library can terminate their association at any time, for any reason, without any cause being stated.

Prior to volunteering, 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 Parker Memorial Library values the time and service of volunteers, because the functioning of the Library is enhanced by volunteers. It is necessary for a volunteer to call in advance if he or she cannot come at a scheduled time.

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

Approved by the Board of Library Trustees on February 9, 2011
Parker Memorial Library
Volunteer Application (18 years and older)

CONTACT INFORMATION

Name _______________________________________________________________

Address ____________________________________________________________

City/Town ___________________ State _________ Zip Code ________________

Home Phone # ___________________ Cell Phone # _________________________

E-mail Address ______________________________________________________

IN CASE OF EMERGENCY

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 Parker Memorial 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.

Volunteer Policy 2
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 Parker Memorial Library to conduct a CORI review.

Name (Print)  
Signature  
Date  

Before any person can begin volunteering, a completed application packet must be received, and the CORI review must be completed. A volunteer application packet includes the following:

1. Signed volunteer application
2. Presentation of your driver’s license or passport
3. A completed CORI form

Please return the completed application packet to:

Library Director  
Parker Memorial Library  
28 Arlington Street  
Dracut, MA 01826

An applicant must complete a brief “Library Skills” test at the Library as well.
Parker Memorial Library

VOLUNTEER EVALUATION FORM

NAME: ___________________________________________ EVALUATION PERIOD: ______________________

RATING SCALE:
1 = Needs Improvement  2 = Fair  3 = Good
4 = Very Good  5 = Excellent  N/A = Not Applicable

I. PROFESSIONALISM

_____ Understands the mission of the Parker Memorial Library.

_____ Understands and complies with the Patron Confidentiality Policy

_____ Relates well with staff and other patrons.

_____ Exhibits poise in handling difficult situations.

_____ Exhibits sincere interest and enthusiasm towards work.

II. RESPONSIBILITY

_____ Commits to scheduled shifts.

_____ Completes assignments in a timely fashion.

_____ Pays attention to detail.

_____ Demonstrates willingness to take on assignments.

III. EFFECTIVENESS

_____ Follows through on assignments.

_____ Asks questions when in doubt.

IV. COMMENTS

____________________________________________________________________________________

SIGNATURE OF REVIEWER: _____________________________ DATE: ________________
CHAPTER 6, § 172H CORI REQUEST FORM

Parker Memorial Library is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

VOLUNTEER INFORMATION (PLEASE TYPE)

LAST NAME ___________ FIRST NAME ___________ MIDDLE NAME ___________

MAIDEN NAME OR ALIAS (IF APPLICABLE) ___________ PLACE OF BIRTH ___________

DATE OF BIRTH ___________ SOCIAL SECURITY NUMBER ___________ *ID Theft Index PIN (if applicable)

(Monitored, but not required)

MOTHER'S MAIDEN NAME ___________

CURRENT AND FORMER ADDRESSES:

__________________________________________________________

SEX: ______ HEIGHT: _____ ft. _____ in. WEIGHT: _______ EYE COLOR: _______

STATE DRIVER'S LICENSE NUMBER: ____________________________ (include state of issue)

***THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

________________________________________________________________________

REQUESTED BY: ___________________________________________________________

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*If an applicant has provided an Identity Theft PIN number on this form, please ONLY mail or fax forms with Identity Theft PIN numbers to DCJIS. All other CORI requests must be processed electronically through Web-CORI. Do not mail or fax other forms to DCJIS.