

**Subject: Volunteers**

**Purpose:**

To recognize that volunteers are a valuable resource as they give of their time, energy and talents to assist the library in providing quality service to the public.

**Policy:**

The volunteer program is designed to expand and enhance public service to the community. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and completing tasks that would otherwise linger. They also become strong advocates for the library. They do not replace paid staff.

Prospective volunteers are required to fill out an application and will be interviewed by staff to best match their skills to current needs. The recruitment of volunteers includes a reference check, and may include a background check. Background checks are required for ongoing volunteer work with youth.

Volunteers are selected based on their skills and interests in relation to the needs of the library. If there are no suitable opportunities, applications will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests. MFRL does not guarantee that all volunteer applicants will be selected.

Volunteers receive training on the tasks they are asked to perform, as well as on safety and security procedures. Volunteer work is supervised by library staff and/or other designated volunteers.

While working at the library, volunteers shall dress appropriately for the task they are completing and wear a volunteer badge provided by the library.

The volunteer relationship may be terminated at any time by either party.

**Attachments:**

- Volunteer Application

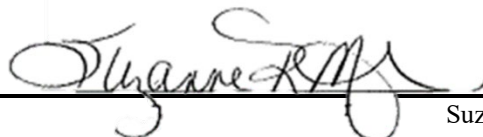
**References:** None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
November 19, 2008 June 19, 2013, May 16, 2018. April 19, 2023; April 18, 2026.

April 18, 2026

Date



Suzanne R. Mellen, Chair



Date \_\_\_\_\_

**Montgomery-Floyd Regional Library Volunteer Application**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Check the branches you prefer to work:**

- Blacksburg
- Christiansburg
- Meadowbrook
- Jessie Peterman

**When are you interested in volunteering? (check all that apply)**

- Mornings
- Afternoons
- Flexible hours (different hours from week to week)
- Regularly scheduled hours each week (i.e. Tuesday afternoons 2 to 4)
- Called only for special needs

	Yes	No
Are you age 18 or older?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime? (Other than a minor traffic offense that resulted in a fine.)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
I consent to a background check if required	<input type="checkbox"/>	<input type="checkbox"/>

List your skills/interests that would be helpful to the library: \_\_\_\_\_

Describe any current/previous volunteer experience: \_\_\_\_\_

Are you volunteering as a result of (or in anticipation of) court-ordered community service? \_\_\_\_\_

If so, how many hours? \_\_\_\_\_ Deadline for completion? \_\_\_\_\_

References: \_\_\_\_\_

# Montgomery-Floyd Regional Library Teen Volunteer Program Application

Teens must be 11 or older to volunteer. Filling out an application does not guarantee acceptance to be a volunteer. Volunteers may be scheduled for 1-2 hours per work session. Teens will not be scheduled for the month of May due to Summer Reading Program preparation. **Please return completed application to the circulation desk**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email \_\_\_\_\_ Phone: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Telephone # (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Where would you like to volunteer? \_\_\_ Blacksburg \_\_\_ Christiansburg

Availability: List times you are available under days you are available.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

School assignment? Y / N Due Date: \_\_\_\_\_ Hours required: \_\_\_\_\_

Please list your skills, knowledge, or experience that you think may be useful in the library:

Do you have any special skills or interests?

## PARENT/GUARDIAN APPROVAL:

\_\_\_\_\_ has my permission to apply as a Teen Volunteer for the Montgomery-Floyd Regional Library. I understand that a volunteer position at the library may include requirements for a background check and consent to a background check if required.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Contact Sarah Pahl ([spahl@mfrl.org](mailto:spahl@mfrl.org)) 540-382-6969 ext.110

