**Kyle Public Library**

**Volunteer Information**

Volunteers are important! Thank you for thinking of the library. If you have questions or need to contact us, please call the library at 512-268-7411 or email circulation@cityofkyle.com.

1. Community service volunteers must be residents of Hays County.
2. Volunteers under age 17 must have a parent or legal guardian present during service unless they are a member of the Teen Advocacy Group.
3. Typical projects include shelving, shelf-reading, book processing, and general cleaning of collection items and the library space.
4. Volunteers are responsible for keeping a record of their service hours and must use the library's sign in/out sheets.
5. Court ordered service applicants must provide a copy of the court record/order that clearly states the court address, probation officer name and contact information, number of hours required, date by which hours must be completed, and written court disclosure of the offense.
6. Failure to perform project duties or to comply with the service schedule and general library policies may result in immediate termination of community service.

Court ordered service applicants **must provide a copy of the court record/order** that clearly states the court address, probation officer name and contact information, number of hours required, date by which hours must be completed, and a written court disclosure of the offense.

It is the policy of Kyle Public Library to encourage community-minded people to serve as volunteers. Volunteers' energy and talents help the library meet its commitment to providing quality service to the public and enhance, rather than replace, adequate staffing. They also aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations.

Volunteers are viewed by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers are also bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. The library reserves the right to terminate a volunteer's working association with the library at any time for any reason.

All volunteers who apply to work in the library are required to fill out a Kyle Public Library volunteer application online.  Parents/guardians of volunteers age 17 and under must sign a consent form for their children to perform volunteer service hours at the library.

The library accepts volunteers requiring court-ordered community service at the discretion of the Library Director. The library will only allow non-violent offenders who have not been charged with theft to do court-ordered volunteer work in the library.

The library staff and its volunteers work together for mutual satisfaction and for the benefit of the library and the community. Once you have made a commitment to the Kyle Public Library, we depend on you to follow through with this commitment. Essentially, you become an integral part of the team. As such, you represent the event to both patrons and the public at large and it is important to portray a positive image.

All Kyle Public Library volunteers are expected to commit to:

1. Exhibiting, at all times, a positive and friendly approach with the purpose of ensuring patrons, staff and volunteers have an enjoyable and memorable experience.
2. Being sensitive to the diversity of patrons, staff and fellow volunteers.
3. Not taking alcohol or drugs while on a shift and not reporting for duty while under the influence of alcohol or drugs.
4. Arriving on time and being dressed appropriately for scheduled shifts.
5. Contacting the volunteer coordinator or library staff member immediately when you must cancel a scheduled volunteer shift.
6. Staying through your entire shift. If these commitments are not met, it may result in the termination of a volunteer position.