

DOWNINGTOWN LIBRARY COMPANY VOLUNTEER POLICY

The policy of the Downingtown Library Company (DLC) is to welcome volunteers to assist with library operations.

The process to be accepted as a regular volunteer at the Downingtown Library Company is as follows:

- Express interest to an employee
- Complete an application
- Participate in an interview with the Library Director or designee
- Obtain the following clearances prior to any volunteer assignment:
 - PA Child Abuse History Clearance
 - PA State Police Criminal Record Check
 - Federal Bureau of Investigation Criminal Background Check or the “Exemption from FBI Clearance” form for PA residents of ten years.

Some of the responsibilities of volunteers may include but are not limited to replacing books, making copies, preparing materials, filing, organizing materials or shelves, maintaining public areas, creating displays, retrieving items from shelves, weeding materials and maintaining external property and landscaping.

Volunteer workers do not work behind any public service desk or substitute for paid staff but assist with programs or projects that supplement or complement staff duties.

The library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason. The library also reserves the right to make changes in the nature of a volunteer assignment, to reassign a volunteer to a different project or assignment, or to terminate the volunteer relationship.

Volunteers shall not be assigned duties that include regular and repeated contact with children.

If a volunteer observes an issue regarding a child in the Downingtown Library, he/she shall immediately contact an employee to handle the situation.

Community Service:

The Library is willing to take community service workers who are age 13 and older on an individual basis. Younger children can do community service as a group-wide project day.

Community service time spent at the Library usually involves routine tasks that include but are not limited to: assisting with programs, cleaning, cutting materials, and helping organize events.

Court-ordered Community Service:

Official court documentation must be provided upon application for service hours. The Library Director will review the application and approve or deny the request. Court-ordered community service usually involves tasks such as dusting, sweeping outside, shoveling snow, etc. By policy, the Library does not take court-ordered community service workers who have been convicted of the following crimes: felonies, sexual assault or predation, violent crimes, or theft.

Adopted January 21, 2016
Revised December 13, 2018

**DOWNINGTOWN LIBRARY COMPANY
Volunteer Form – Exemption from FBI Clearance**

Name (Print): _____

Address: _____

Phone: _____

Email: _____

I am applying for a volunteer position with the DOWNINGTOWN LIBRARY COMPANY where I may be working around children. I swear or affirm that to my knowledge I am not disqualified from volunteering with children.

Pursuant to Section 6344 of the Pennsylvania Child Protective Services Law (the “Law”), I have requested a child abuse background clearance from the Department of Human Services and a criminal background clearance from the Pennsylvania State Police. I am attaching copies of my request forms here. I understand that I will be required to produce original clearance reports before beginning service.

In addition, I swear or affirm that I have been a resident of Pennsylvania during the entirety of the previous ten-year period and have not been convicted of any of the criminal offenses enumerated in Section 6344(c) of the Law or crimes similar in nature to those enumerated, or the attempt, solicitation, or conspiracy thereof, or equivalent crimes in another state or under federal law, or a United States territory or possession, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation. I therefore am exempt from having to submit an FBI criminal background clearance form. I hereby swear or affirm that the information set forth is true and correct to the best of my knowledge and belief. I understand that if information is obtained which disqualifies me from volunteering to work with children, I will be dismissed from volunteer status immediately.

Name: _____

Signature: _____ Date: _____

Witness: _____

Signature: _____ Date: _____