

DOWNINGTOWN LIBRARY COMPANY VOLUNTEER POLICY

The policy of the Downingtown Library Company 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 and submit it to the Library Director
- 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 year.

The Director shall be responsible for ensuring that all clearances are obtained and current, and maintain a file of volunteer clearances.

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, maintaining external property and landscaping, retrieving items from shelves, and weeding materials, and other duties as may be approved by the Library Director.

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

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

Adopted January 21, 2016
Revised December 13, 2018
Revised November 17, 2021

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 with children alone or in the company of other adults. 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: _____