

Volunteer Policy

Approved by Board of Trustees August 19, 2010. Updated and approved by the Board June 16, 2022.

The Woodstock Public Library District Board of Trustees recognizes that volunteers are a valuable resource for the Library. Volunteers enhance, rather than replace, adequate staffing. Library volunteers are coordinated by the Director, or designee, and must be at least 13 years of age. Each volunteer must complete “[Library Volunteer Application](#).” Volunteers may be interviewed to determine interest, availability, and experience.

Volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Woodstock Public Library District has the right to terminate a volunteer’s working association with the Library at any time.

The Library accepts volunteers required to perform community service, as well as students required to perform service for specific programs.

Library Volunteer Application

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Name _____

Address _____

Phone _____

E-mail _____

Emergency Contact & Phone _____

Skill/Interests

Do you have any particular skills or interests that might be beneficial to the Library or the patrons we serve?

Community Service

Are you seeking hours for required community service? _____ Yes _____ No

If you answered yes:

Total number of community service hours assigned _____

Deadline ____/____/____

Do you need confirmation of hours served in writing? _____ Yes _____ No

Availability

How many hours a week or month can you give to the Library? _____

What days/time are you available to volunteer? _____