

Teen Volunteers

The library welcomes teens from 6th grade up to volunteer. This can be to fulfill school requirements, to get valuable experience to prepare for the working world, or simply to have a rewarding experience helping with a worthy cause. Teens 13-17 may volunteer with written permission from a parent or legal guardian.

Community Service

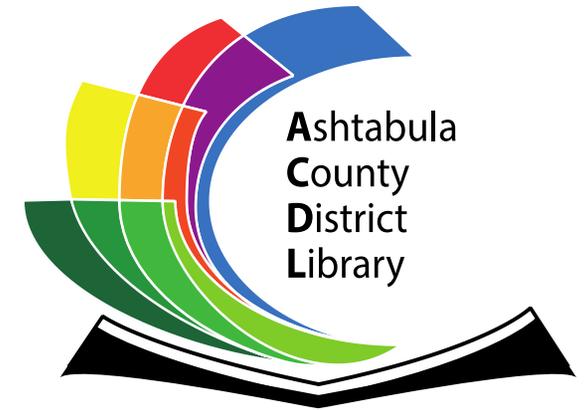
Where possible, in appropriate circumstances, and at the library's sole discretion, the library may choose to assist the local courts, schools, and other social services agencies by providing opportunities for community service and/or library work experience for individuals. Community service volunteers must make arrangements in advance with our Volunteer Coordinator.

How to Apply

Volunteer applications and a Teen Library Volunteer Agreement are available at any public service desk at both the Ashtabula and Geneva buildings.

Download and print a copy from www.acdl.info/volunteer or fill one out on your next visit.

Our Volunteer Coordinator will contact you to help identify where your contributions will be most beneficial and put you in touch with the library supervisor you'll be working with.



ACDL Mission
Gather, Read, Discover, Transform



Guidelines for Volunteering

Ashtabula Public Library

4335 Park Avenue
Ashtabula, OH 44004
440-997-9341

Geneva Public Library & Bookmobile

860 Sherman Street
Geneva, OH 44041
440-466-4521

So, you'd like to volunteer...

Always wanted to help, but weren't sure of the how, who or where? Picking up this brochure is the first step!

The Ashtabula County District Library Board of Trustees encourages individuals and groups to volunteer their time and efforts.

The library's volunteer program is designed to expand and enhance public service to the community.

Volunteers generally provide support services to paid staff, and/or work on special projects.

Volunteers learn more about the library and its place in the community, and observe first-hand the way the library serves the community's needs.

Anyone who would like to volunteer must complete a volunteer application. If volunteer opportunities exist, the Volunteer Coordinator will contact the volunteer to make appropriate arrangements.

Submitting a volunteer application does not guarantee placement or engagement as a library volunteer.

If an offer to volunteer is made and accepted, volunteers will be asked to have an FBI and BCI background check done at the Library's expense. Background checks are not required for service organizations that volunteer as a group and are supervised by an organization's staff person or representative, and/or for which the volunteer activity is a single event.

All Ashtabula County District Library System buildings, grounds, and vehicles are smoke and tobacco free.

Possible Opportunities

- Ashtabula County District Library Foundation
- Circulation Aide
- Clerical
- Friends of the Library
- Genealogy/Local History
- Housekeeping Tasks
- Library Outreach
- Materials Maintenance
- Outside Tasks
- Partners in Reading
- Preparing Crafts for Children's Programs
- Program Aide
- Programming Tasks
- Public Computer Assistant
- Public Relations Office Helper
- Shipping Interlibrary Loan Materials
- Summer Events

Expectations

Volunteers are expected to:

- be positive, patient, and polite;
- schedule their time in advance with their library supervisor;
- follow the library's General Code of Conduct posted on our website;
- maintain appropriate personal appearance at all times;
- keep personal phone calls and visits to a minimum;
- record the hours worked as a volunteer as directed;
- respect the confidentiality of library patrons;
- refrain from using library equipment, materials or property for personal profit.

Confidentiality

In 2004, the Ohio state legislature passed a bill that makes library patron information private under Ohio law. Ohio libraries must protect information they collect about their users, such as their names, addresses, phone numbers, email addresses, what they borrow, or how they use the Library in general.

To comply with this law, library volunteers may not assist staff with tasks that involve confidential patron information, such as checking books in or out, calling patrons, or handling patron records.

Volunteers must also respect the privacy of patrons – which means not discussing patrons or their library activities with anyone other than library staff.

Getting help while you volunteer

If you would have a problem or question while on duty, you should speak with your library supervisor. If that person isn't available, ask other library staff for help.

Scheduling and Absences

Usually, the library needs only a few volunteers at a time. Scheduling in advance helps us all work out what's best for the library and the volunteer.

If you're scheduled to volunteer but are unable to come in, please call the library as far in advance as possible. Ask your library supervisor to see if you can make other arrangements.

