

COOPERATION WITH OTHER LIBRARIES

The availability of overwhelming quantities of information and recreational media, the speed of change in our society, and limited public funding for libraries make networking and resource sharing on many levels the only viable approach to providing satisfactory service to local patrons. This Library stands behind the State Library of Iowa plans to support all types of libraries in the state and participates in any cooperative efforts seen to potentially increase the State Library's effectiveness in serving our patrons.

Cooperation may take such forms as interlibrary loan, database sharing, cooperative buying plans for materials or supplies, expanded continuing education opportunities, shared cataloging, development of areas of specialty in different but related libraries, shared research or statistics, reference back-up, reciprocal borrowing agreements, and many others.

Another example is the relationship between the Nashua Public Library and the Nashua-Plainfield Schools. The Nashua Library Board believes that Nashua residents and the Library's purposes are best served by close cooperation and mutual support in that relationship. While their stated purposes are distinct, they are closely related and complementary institutions. The Library Trustees and staff will seek ways to strengthen ties of cooperation and support through staff contact, resource-sharing, etc.

GIFTS & MEMORIALS

Books or materials presented to the library will be evaluated and accepted using the same selection criteria as used in the purchasing of books and materials. The library will accept special collections; however, they may not be kept together as a separate entity, but may be integrated into the general collection. The library reserves the right to assign gifts to the appropriate section of the library, or decline acceptance of a gift if it does not meet the library's selection criteria.

When the library receives a monetary gift for the purchase of books or other materials, the library director will make the selection.

When a monetary gift is received as a memorial, the wishes of the donor, the interest of the deceased and the needs of the library will be considered when making a material selection. Monetary gifts for memorial tributes are encouraged because (a) the library can usually purchase materials at a substantial discount, and (b) the library director is more familiar with the needs of the collection.

When the library receives a purchased memorial, it will be received according to the above-stated criteria for gift materials.

Memorial tribute will be identified by an inscription in or on the donated item, and written in the memorial book kept by the library director.

VOLUNTEERS

In order to achieve the vision and mission statement of the Nashua Public Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. After fulfilling library procedures, the library accepts and encourages the involvement of volunteers at the library under the supervision of the library staff and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective and professional supervision, the right to involvement and participation and the right to recognition of competent completion of assigned tasks.

In keeping with the Library's purpose of serving the community, and in recognition of our status as a community-funded institution, the Board welcomes and enthusiastically encourages the interaction with and support of local residents through such avenues as library volunteering.

Nashua Public Library volunteers enhance the Library; and thus, the community. Volunteers perform a wide variety of tasks under the supervision of the Nashua Public Library staff that are important to the institution. The following policy is designed to promote a maximum degree of excellence for patrons of the Nashua Public Library.

Library volunteers will be chosen by the Library Director and Board members, cooperatively, on either a one-time project or a long-term, scheduled basis. Volunteers will be trained as needed to do specific non-professional tasks (unless the volunteer has professional library skills,) and will be supervised. Records of individual and total volunteer hours will be kept to assist the Board in evaluating library activities, and individual volunteers in receiving credit for their service. Volunteer service will be recognized by the Library Director and Board of Trustees in a variety of ways.

All volunteers must fill out a volunteer application form that includes home address and telephone number. Volunteers must be 12 years of age or older. Forms for persons under 18 must be signed by a parent or guardian and include home and work numbers of parent or guardian. Volunteer hours worked by minors must comply with current Iowa Department of Labor laws. Minors may not work more than 4 consecutive hours per day without prior arrangements between library staff and minor's parent/guardian. General background checks on adult volunteers may be made by the Library.

A volunteer is one who performs a service of his or her own free will; who contributes time, energy and talents directly for the Nashua Public Library and is not paid by library or City of Nashua funds. Exception to this is, volunteering time in order to pay off old fines of \$10.00 or less. The time for volunteering would be based on the amount of fine. 1/2 hour of volunteer time per dollar amount of the fine. Example if fine of volunteer is \$4.29 then volunteer can work off fine by completing 2 hours and 15 minutes of volunteer service. All volunteers must be accepted and enrolled by the library prior to performance of assigned tasks.

Some Tasks That May Be Performed By a Volunteer

1. Shelf reading (mandatory).
2. Shelving materials (mandatory).
3. Assisting a staff member with programs and projects.
4. Light cleaning assignments.
5. Basic reference work under the guidance of a staff member.

Most task assignments will depend on the interest and age of the volunteer. Youth volunteer assignments are handled on a case-by-case basis.

Volunteers may assist the Library in a variety of ways including, but not limited to, shelving, shelf-reading, processing new materials, mending materials, preparing crafts for children's programs, preparing publicity flyers and brochures, helping with fundraising projects, assisting with Summer Reading activities, etc.

Guidelines for Volunteers

1. Each volunteer is required to wear a volunteer badge.
2. Volunteers will be required to attend training sessions
3. Special accommodations will be made upon request.
4. Should a Volunteer have a grievance with a staff person, another volunteer or a library patron, every attempt will be made to handle the situation through the Library Director.
5. The Nashua Public Library reserves the right to terminate the services of the volunteer.
6. Volunteers will not be used to replace or reduce the number of paid staff.
7. Volunteers will be covered with respect to City of Nashua liability insurance in relation to their duties in case of injury. Volunteers are not covered under any

Workers Compensation plan.

8. Volunteers should expect to fulfill a commitment mutually agreed upon with the library.
9. Volunteers are recognized as contributors to the goals of the library in respect of the library's goal to its community.
10. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
11. The library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
12. All volunteers are registered at the Nashua Public Library by completing an application form; the application form must be approved by the director prior to the applicant being registered.
13. All personal information about a volunteer is for internal use only and is confidential.
14. Written parental permission will be needed to permit volunteering by a youth volunteer; that being a person under the age of 18; and over and at least 12 years old.
15. Discriminatory, sexual harassment or racist attitudes and actions will not be tolerated.
16. Volunteers are prohibited from being under the influence of alcohol or/and using, possessing, selling or otherwise being involved with illegal substances.
17. Volunteers will dress in appropriate clothing when volunteering at the library.

Background Checks

Volunteer applicants 18 years and older may be subject to a background check. The National Sex Abuse Registry will be checked for all applicants. Other agencies may be accessed depending on the position for which the individual is applying. Background checks may be repeated during the volunteer's tenure at the Nashua Public Library.

All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Library Director and the Library Board of Trustees.

Applicants with a criminal history will only be accepted if the Library Board of Trustees determines that the placement of that applicant will not jeopardize the

safety of Nashua Public Library patrons and staff, or the integrity of the Nashua Public Library collections.

Any applicant with a criminal history including sex or child abuse convictions or deferments will automatically be denied volunteer placement.

A volunteer or applicant under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from volunteering until the issue is resolved.

The background check process will not be required for service organizations who 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 and/or restricted to custodial work or materials handling.

Date: _____

VOLUNTEER APPLICATION

Walk into the Nashua Public Library and you'll discover a diverse community. Designed for readers and learners of all ages and from all backgrounds, we are the community's living room – a place to connect, unwind, share ideas, and explore new possibilities.

Working alongside our staff, volunteers transform a building of "stuff" into a dynamic place to dream, do, and discover. As a volunteer you are constantly renovating our living room to make it a little bit bigger and better than it was yesterday. You give us space to grow and welcome new ideas, people, and opportunities. So, open the door to your next great opportunity. We've saved a seat on the couch for you.

Name _____ Date of Birth _____
First Middle Initial Last Month Day Year

Address _____
City State Zip

Contact _____

(Check the best way to contact you) Daytime Phone Evening Phone Email

What hours are you available? (Please be as specific as possible)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you ever been convicted of a crime? _____ Yes _____ No
(If yes, please explain)

Volunteer/ Work Experience

Please summarize your previous volunteer/work experience (where, when, what you did).

Describe your favorite volunteer/work experience. Why was it your favorite?

If you are currently employed, the name of your employer: _____

◆ Are your volunteer hours a requirement for a class or school (including Silver Cord)?
_____ Yes _____ No

If yes, total hours needed _____ Deadline for completion _____

For students _____
School _____ Current Grade _____

◆ Are your volunteer hours required to fulfill a legal community service requirement?
_____ Yes (Must complete information below) _____ No

If yes, please state the nature of your offense _____

Total number of hours needed _____ Deadline for completion _____

Emergency contact _____
Name _____ Phone _____

Background and Reference Check

It is the policy of the Nashua Public Library to provide a safe environment. Therefore, we require background and reference checks on all volunteer applicants. A separate background check form will be provided. Please list two references (co-workers, supervisors, teachers, neighbors, coaches – cannot be a relative).

Name: _____ Phone #: _____

Email: _____ Relationship: _____

Name: _____ Phone #: _____

Email: _____ Relationship: _____

Non-Discrimination Policy

It is the policy of the Nashua Public Library not to discriminate against any applicant or volunteer on the basis of race, gender, color, ancestry, nation origin, religion, age, physical disability, sexual orientation, or gender identity.

Agreement and Signature

I certify that all information provided on this application and during the interview process is true and complete to the best of my knowledge. I authorize the Nashua Public Library to contact my references and authorize these references to provide the library with information regarding my work/volunteer history, education, or character. I understand that appointment to a volunteer position is contingent upon the completion and review of background and reference checks. I understand, as a volunteer, that I must abide by the libraries rules and regulations.

Applicant Signature

Date

Parent Signature (if applicant is under 18 years of age)

Date

Library Director

Date

RETURN ALL APPLICATIONS TO LIBRARY DIRECTOR, 220 BRASHER STREET, PO BOX 619, NASHUA, IOWA 50658-0619.

The Nashua Public Library is committed to supporting the Americans with Disabilities Act and will make reasonable accommodations for people with disabilities who are interested in volunteering.

The library does not accept volunteers who are listed in the Iowa Sex Offender Registry.