

Procedure
Volunteer Applicants
Revised November 3, 2006

Anyone calling or stopping in the library asking to volunteer should initially be referred as follows:

- Anyone interested in volunteering in the Children's Area, all children, teens and school-initiated volunteers (such as a contact from Raritan Valley College) – refer to Youth Services personnel.
- Adult applicants and adult community service personnel – refer to Director.

The designated person above is responsible to take written applications, interview each person and assign an appropriate task. Daily supervision will be assigned to other staff members as appropriate.

Just as with any other phone call or inquiry, just transfer the phone call or page the appropriate Volunteer Coordinator to the front desk. If that person is not available, give the applicant the option of leaving a message to phone or give them a staff business card so they can contact the correct person at another time.

If there is ever any question about what to do, refer applicant to the Director.