

306 8th Ave S
Clinton, IA 52732
563.242.8441



www.clintonpubliclibrary.us
info@clintonpubliclibrary.us
Social Media: @iacpl

Volunteer Program Policy

Definition of a Volunteer: A volunteer shall be considered as any individual 14 years of age or older who contributes time, energy and talents to the Clinton Public Library and is not paid by Library funds. Volunteer workers assist with programs or projects that supplement or complement staff duties and do not substitute for paid staff.

Statement of Purpose: Volunteering for the Clinton Public Library can be a rewarding and exciting experience. Volunteer time, energy, and goodwill are invaluable assets to the library because volunteering enhances the library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. A background check and photo identification may be required.

Volunteer Opportunities: There are four areas where volunteers are needed: programming, beautification, special projects, and homebound delivery. However, not all opportunities are always available. Please see the Volunteer Application for more details.

Homebound Delivery Volunteers must be over the age of 18 and be physically able to deliver library materials. You must possess a valid Iowa Driver's License and have proof of current auto insurance. You should also be comfortable working with older adults and the disabled.

Release from Program: Volunteers may be released from the program due to lack of service need, poor performance, conduct, violations of the Library or City Policies or Federal, State or local laws.

Policy update approved by the Clinton Public Library Board of Trustees on September 21, 2026

Clinton Public Library Volunteer Application

Contact Information

Name:

Address:

City:

State:

Zip:

Phone:

Age:

Email Address:

Availability

___Weekday Mornings (9am-12pm)

___Weekday Afternoons (12pm-3pm)

___Weekday Evenings (3pm-5pm)

___Weekend Afternoons (1pm-4pm)

Preferred
Day(s)

___Mon

___Tues

___Wed

___Thurs

___Fri

___Sat

Skills & Qualifications

Summarize skills previously acquired through employment, volunteering, hobbies, and/or sports.

--

Volunteer Opportunities (select all that you are interested in):		
Programming:	Assist library staff with library programming, including but not limited to giving instructions, setting up games and/or activities, preparing materials, moving furniture, greeting participants, recording statistics, helping run the makerspace or teaching a craft, etc.	
Beautification:	Assist library staff with bettering the overall appearance of the library, including but not limited to gardening, yardwork, dusting, wiping down shelves, shelving material, straightening materials, etc.	
Homebound Delivery:	Assist library staff with the delivery of books to homebound patrons. This will require a vehicle, license, and proof of car insurance. You must be 18 years of age or older.	
Special Projects:	Assist library staff with the completion of special library projects, including but not limited to indexing, scanning, documenting, and/or otherwise preserving library materials for future use.	

Emergency Contact	
Name:	
Relationship:	
Phone:	
Secondary phone:	

Disclaimer of Equal Opportunity

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, sexual orientation, age, disability, marital status, physical appearance, socioeconomic level, education level or any other legally protected characteristic. The Clinton Public Library responds to the community by providing free and equal access to books and other materials, information, services, and programs for area residents.

Agreement & Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that the Clinton Public Library will run a background check before approving me as a volunteer.

Name:

Date:

Signature:

Parents of Minors

I understand that my child (named above) wishes to be considered for volunteer work, and I hereby give my permission for them to serve in that capacity if accepted by the Clinton Public Library. I understand that they will be provided with any training necessary for the safe and responsible performance of their duties and that they will be expected to meet all the requirements of the position, including regular attendance and adherence to library policies and procedures. I understand that they will not receive monetary compensation for the services contributed.

Parent/Guardian Name:

Relation to Volunteer:

Parent/Guardian Signature:

Date:

Phone: