



Mentor Public Library  
8215 Mentor Avenue  
Mentor, Ohio 44060  
440-255-8811

## Volunteer Policy

Thank you for volunteering with the Mentor Public Library! Volunteers help to connect the community and the Library to create positive experiences for our patrons. Volunteers work in conjunction with the Library staff to enhance the services offered by the Mentor Public Library. Please review the Volunteer Policy before you start your volunteer work.

### Behavior and Conduct Policy

All volunteers are expected to follow the Mentor Public Library [Behavior and Conduct Policy](#) and the [Volunteer Code of Conduct](#).

### Volunteer Registration Form

All volunteers must complete a Volunteer Registration Form before providing any volunteer services. In addition, volunteers 12-17 years of age must submit a letter of recommendation from a teacher and a [Parental Consent Form](#).

### Background Check

Volunteer candidates 18 years of age and over must complete any required background checks prior to providing any volunteer services.

### Waiver Form

Every volunteer must have a [Waiver Form](#) on file with the Mentor Public Library before any volunteer service can be provided.

### Transportation, License and Insurance

All volunteers will be responsible for providing their own transportation to and from volunteer venues. Driving may be required as part of some volunteer activities and tasks. Volunteer candidates whose tasks involve driving will be asked to provide a valid Ohio driver's license, present a clean driving record and provide proof of current insurance.

### Volunteer Sign-In/Sign-Out

Volunteers must report to the Circulation Desk before beginning any volunteer duties. Volunteers must sign in and pick up a Volunteer Badge, which must be worn during the duration of all duties and tasks performed as a volunteer for the Mentor Public Library. Volunteers must sign out and return the Volunteer Badge when assigned duties are completed each day.

If a volunteer opportunity takes place off-site, volunteers will be required to sign in and out on a form provided at the off-site location by the Mentor Public Library. A Volunteer Badge will be available to pick up and return at the off-site location.

### Orientation or Training

Training and directions will be given for each task that a volunteer may carry out. A Volunteer Handbook will be available for volunteers to reference. Failure to follow instructions may result in dismissal from volunteer tasks.

## **Dress Code**

Volunteers are expected to observe the following standard of dress while providing volunteer service at the Mentor Public Library.

- Clothing must be clean, neat and in good repair and appropriate for the assigned duties.
- Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, buttocks areas or underwear (initially or in the course of your volunteer duties).
- Hair, including facial hair, must be kept clean, neat and well-groomed.
- Potentially offensive tattoos must be covered.
- In general, fragrances are to be used in moderation. Under some circumstances, complaints from those with chemical sensitivities may restrict uses of certain fragrances in a particular work environment.
- Shoes should be appropriate for the task environment.
- Volunteers are required to wear a Library issue Volunteer Badge during service hours.
- We reserve the right to address acceptability of body piercings in light of select volunteer activities.