

## Volunteer Mission Statement

The Madison County Public Library believes that involving volunteers in its operation will assist the staff in carrying out its vision, and therefore affirms that:

-Volunteers are goodwill ambassadors who bring diversity to the library. They help the community understand how the library works and help the library become more aware of the community's needs and interest. Volunteers are considered as part of the working team along with staff members.

-Volunteers who have gained experience through their education and role in the workforce can provide new skills and talents in the provision of service the Library has in place, and can bring imaginative proposals for new services that respond to local needs.

-Volunteer receive valuable experience and learn new skills.

-Volunteering creates a sense of purpose and gives an opportunity for interaction with others.

## Apply Today!

Convinced that this would be the right type of opportunity for you? Here's how to get started:

- Complete a volunteer application. By state law, no one under the age of 14 can volunteer on a regular basis. Also, anyone 18 or older will be required to pass a criminal background check
- Meet with the volunteer coordinator for a volunteer interview, and to discuss availability.
- Read and sign agreement and release forms.
- Complete volunteer orientation.

Enjoy giving your time & talents to the Madison county Community!

## Contact Information

For more information about volunteering at the Madison County Public Library, please contact the Volunteer Coordinator at:

507 West Main St.  
Richmond, KY 40475  
Phone: 859-623-6704  
Fax: 859-623-2032

319 Chestnut St.  
Berea, KY 40403  
Phone: 859-986-7112  
Fax: 859-986-7208

Or at our website  
[www.madisonlibrary.org](http://www.madisonlibrary.org)

# Volunteer Program



**Madison County**  
Public Library

Volunteer opportunities  
are available at the  
library!

# Why should you volunteer?

- Form a new hobby
- To fulfill required service hours
- Gain experience
- Keep your resume updated
- Be involved in the community
- Make friends
- Learn new skills
- Occupy free time
- Challenge yourself
- Have fun!

## Which qualities make a stellar volunteer?

- A positive attitude
- A respect for rules and guidelines set by the library
- Flexibility
- Consistency
- Punctuality
- A willingness to learn

## Important Considerations

Before accepting the honored role of volunteer for the Madison County Public Library, there are a few things you should take into account that will help you decide if this opportunity is right for you:

- Are you a person who is interested in serving the community?
- What experiences or life skills have you acquired that will aid you in a volunteer position?
- What experience are you hoping to gain?
- Are you fully willing to commit to a volunteer position?
- How long are you expecting to volunteer with the Library?



## What to Expect

- Each position comes with time commitments, responsibilities, and guidelines. Volunteers are responsible for knowing these.
- Each task assigned is valuable, and appreciated.
- Please be reliable. If you know that you will be unable to make it for your scheduled time, please call.
- Clothing should be free of messages that are political, religious, obscene, or suggestive.
- You represent the entire library when you volunteer, so keeping a positive attitude is essential.
- Please refrain from bringing relatives or friends during your volunteer time.
- Sign in and out with every shift. Ask volunteer coordinator about specific procedures.

Most importantly, expect your service to impact the library users and the community at large!