



Volunteers Policy

Union Library Company of Hatborough (“ULCH”) welcomes the work of volunteers who wish to support the Library in its mission. Our volunteers have historically been essential to the library’s character and success. The Director will supervise the recruitment, orientation, training, and placement of all Library volunteers.

Library volunteers who are accepted are to be given meaningful job assignments. The library has limited space for the placement of volunteers. Volunteers who propose or co-author their own projects, along the lines of their own interests, are likely to have the greatest success as volunteers at ULCH. That an individual contacts the library and expresses a wish to volunteer, does not guarantee them a place as a volunteer, or an accommodation with the library, or time with the library staff.

Application Process

Interested parties must provide:

- a resume outlining one’s work and education history
- a cover letter including a brief narrative detailing the volunteer’s motivation for choosing the library as a place to volunteer

Such inquiries may be made to Director@HatboroLibrary.org or mailed to:

Attn: Director
Union Library Company of Hatborough
243 South York Road
Hatboro, Pa 19040.

All inquiries will be answered in writing.

The library may not be able accommodate a volunteer’s desire to complete a particular number of hours in time for a deadline. A volunteer with such a deadline in mind should consult the Director as early as possible regarding the feasibility of meeting the volunteer’s goal.

Although library volunteers are eligible to apply for the job of Library Assistant, volunteers are not to be given the idea that volunteer work will ensure them a paid job in the future.

On request, library volunteers may have a letter from the Library Director certifying the hours they have completed, including details of work performed. The Library Director requires 48 hours notice to provide such a letter.

Volunteers 18 years of age and over must provide the following to the Director:

- Child Abuse History Clearance from the Pennsylvania Department of Human Services
- FBI criminal background check
- PA Keep Kids Safe Disclosure Statement

Volunteers under 18 years of age must provide written parental permission.

For more information see

www.KeepKidsSafe.pa.gov

http://www.keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/C_135249.pdf

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>