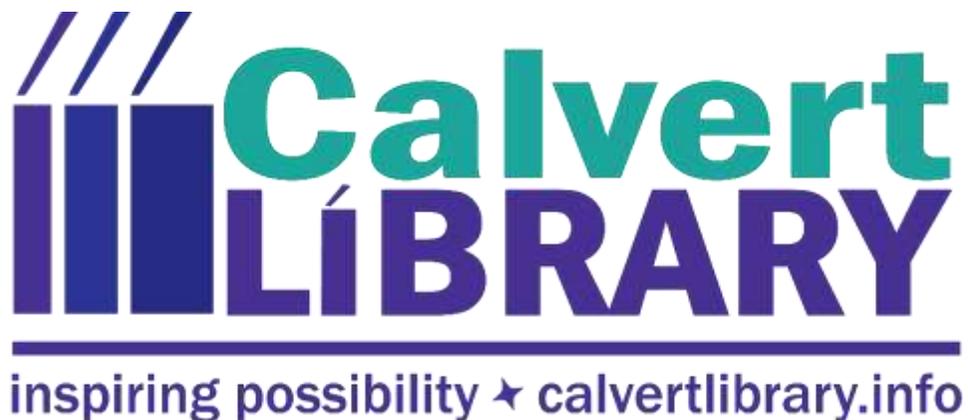


Volunteer Orientation General Information Packet and Volunteer Handbook



Volunteer Manual



Staff Instructions

Section 1 – Hiring Documents

- Volunteer Application
- Volunteer Screening
- New Volunteer Checklist
- Volunteer Reference Form
 - Part 1 Written Responses
 - Part 2 Phone Interview

Section 2 – Job descriptions

- Children’s Department Volunteer
- Collection Development Volunteer
- Interlibrary Loan Volunteer
- Material Maintenance Volunteer
- Periodical and Book Sale Volunteer
- Receptionist Volunteer
- Shelf Maintenance Volunteer
- Summer Reading Teen Volunteer

Section 3 – Orientation

- Volunteer Handbook
 - Welcome Volunteers
 - Volunteer Policies and Procedures
 - Calvert Library Organizational Chart
 - Calvert Library History
- Confidentiality Agreement
- Volunteer Agreement

Section 4 – Other Documents

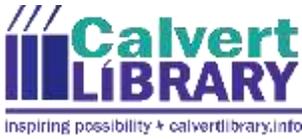
- Volunteer Time Sheet
- A Few of Your Favorite Things Survey

STAFF INSTRUCTIONS – Long Term Volunteers

1. Review *volunteer applications* and match with *volunteer job descriptions*.
2. Call volunteer and complete the *Volunteer Screening Sheet* through casual conversation.
3. Begin a *New Volunteer Checklist*.
4. *Volunteer Reference Form*
Each volunteer will provide 3 non-relative references to be checked prior to being offered an orientation date.
Calvert Library Reference Form Part 1 may be sent to the listed references via email or the questions may be asked as part of the reference interview along with Part 2. Part 2 must occur over the telephone.
5. Contact the volunteer and offer an *orientation date and time*. Orientations may be done as a group or individually.
6. *Volunteer Handbook*
Review the entire Handbook with the volunteer(s). The volunteer will take home the Handbook and the History of Calvert Library (this is to be read at their leisure).
7. Each volunteer must sign the *Confidentiality Form* and the *Volunteer Agreement Form* to be included in his/her personnel file housed at the branch in which he/she is volunteering.
8. Conduct a *tour of the library* including where *volunteer documents* can be found including the *Volunteer Timesheets*.
9. Ask the volunteer to complete the *A Few of My Favorite Things Survey*. This is also kept in the personnel file used for volunteer recognition purposes.

Short Term Volunteers (one special event)

1. Review *volunteer application*, if you have one, and match with *volunteer job description*.
2. Call volunteer and complete the *Volunteer Screening Sheet* through casual conversation, offering the one-time volunteer opportunity, if appropriate.
3. The day of the event, review the job description for the one-time activity with the volunteer.
4. Have the volunteer complete the *Volunteer Agreement Form* including the Emergency Contact info. File with the application in the short term personnel file at each branch.



Volunteer Application

Position Sought _____ Branch _____

Personal Information

Name:		
Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Email Address:		

Select type of position:

- Summer Only (ages 13+)
 Long-term Teen (ages 14+)
 Long-term Adult

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Anytime						
Morning						
Afternoon						
Evening						

Number of preferred hours per week : _____

References – Please provide the names and numbers of non-relatives who know about your abilities. Students: This can be a teacher, coach or boss. You may also attach a resume.

Name	Daytime Phone #	Relationship
1.		
2.		
3.		

Volunteer Skills and Interest Checklist

Interest – Tell us why you are interested in volunteering with the library and why you are interested in this position.

Experience – Tell us about your education, including degrees/trainings and provide a brief summary of your previous work/volunteer experience.

Please check all that apply

<input type="checkbox"/>	I prefer to interact with people	<input type="checkbox"/>	I work well independently
<input type="checkbox"/>	I prefer to work alone	<input type="checkbox"/>	I'm good at building and fixing things
<input type="checkbox"/>	I prefer to do active jobs and stay moving	<input type="checkbox"/>	I prefer to sit and work quietly
<input type="checkbox"/>	I have good telephone skills	<input type="checkbox"/>	I have strong organization skills
<input type="checkbox"/>	I'm comfortable using computers	<input type="checkbox"/>	I have strong clerical skills
<input type="checkbox"/>	I like arts and crafts	<input type="checkbox"/>	I like working with children

Please list some of your hobbies and interests

Please check all computer skills that apply

<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	Microsoft Excel
<input type="checkbox"/>	Microsoft Publisher	<input type="checkbox"/>	Microsoft Access
<input type="checkbox"/>	Fast and accurate typist	<input type="checkbox"/>	Webpage design
<input type="checkbox"/>	Digital photography	<input type="checkbox"/>	Digital image editing
<input type="checkbox"/>	Other computer skills (list below)	<input type="checkbox"/>	Social Media (list)
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Certification

I certify that the information given in this application is true and correct. I understand false information given on this application is sufficient for my dismissal. I understand that I must be able to pass a background check in order to volunteer at Calvert Library.

Signature of Applicant

Date

Volunteer Screening

Applicant's Name _____ Date _____

Position Applied For _____ Interviewer _____

What types of work or community experiences have you had that would make you a good library volunteer?

Why are you interested in volunteering for Calvert Library?

Have you used library services? Which ones?

What are your top three skills or talents you would bring to Calvert Library?

Describe your computer experience at work and/or at home?

Will you be able to commit to a set schedule for a period of no less than 3 months?

What do you do for relaxation or fun?

Evaluation of Applicant (3 is lowest)

Experience: Work history as it relates to position	1	2	3
Interpersonal Skills: Pleasant, Approachable, eye contact	1	2	3
Ability to Communicate: Stays on track, articulate, clarity	1	2	3
Presence/Demeanor: Poise, Confidence, Openness, Smiles, Friendly	1	2	3

Interviewer's Comments

Recommend for Hiring Yes No

NEW VOLUNTEER CHECKLIST

Volunteer Name: _____

	Volunteer Staff Initials	Date
Application Received		
References Checked <div style="display: flex; justify-content: space-around;"> Part 1 Part 2 </div> 1. 2. 3.		
Volunteer Handbook Reviewed: <ul style="list-style-type: none"> • Discuss Mission and Vision Statements and Values • Read and review Volunteer Policies and Procedures • Review Job Description 		
Documents Signed: <ul style="list-style-type: none"> • Volunteer Agreement • Confidentiality Agreement 		
Orientation Completed: <ul style="list-style-type: none"> • Introduction to staff • Tour of the library • Location of Volunteer Folders • Time Sheets • Volunteer Assignment Sheets • Volunteer Badges 		

Volunteer Start Date: _____

Volunteer End Date: _____

CALVERT LIBRARY VOLUNTEER REFERENCE FORM PART 1

Prospective Volunteer's Full Name:

Desired Volunteer Position:

Please answer the following questions, to the best of your knowledge, based on your interactions with the applicant.

Name of Reference:		Date:
Phone Number:	Email Address:	
Company/Organization Name:		Position:
Your Signature:		
<i>Note: Calvert Library does telephone reference follow up interviews for potential volunteers. The follow up call will take approximately five minutes.</i>		How can we best reach you? Days: Times: Phone Number:

How long have you known the person named above?

In what capacity have you known him/her?

1. In your judgment, how would you describe his/her character and attitude?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

3. How would you describe his/her ability to work with and relate to children?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

2. How would you rate his/her reliability?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

4. How would you describe his/her ability to work with and relate to adults?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

5.

How would you rate his/her ability to communicate?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

6. How would you relate his/her organizational skills?

	Outstanding
	Good
	Adequate
	Below Average
	Poor
	N/A

Comments:

CALVERT LIBRARY VOLUNTEER REFERENCE FORM PART 2 PHONE INTERVIEW

To be completed by Calvert Library staff only:

Staff Name:

Date:

Prospective Volunteer's Full Name :

Desired Volunteer Position :

Name of Reference:

7. Is there anything else you could say about him/her that would help us make a decision about adding this person to the Volunteer program at Calvert Library?

8. Does he/she have any history of work place violence or similar offenses?

9. Some volunteer positions include working with children. Are you aware of any reason why we should not allow this person to work with children? If yes, please explain:

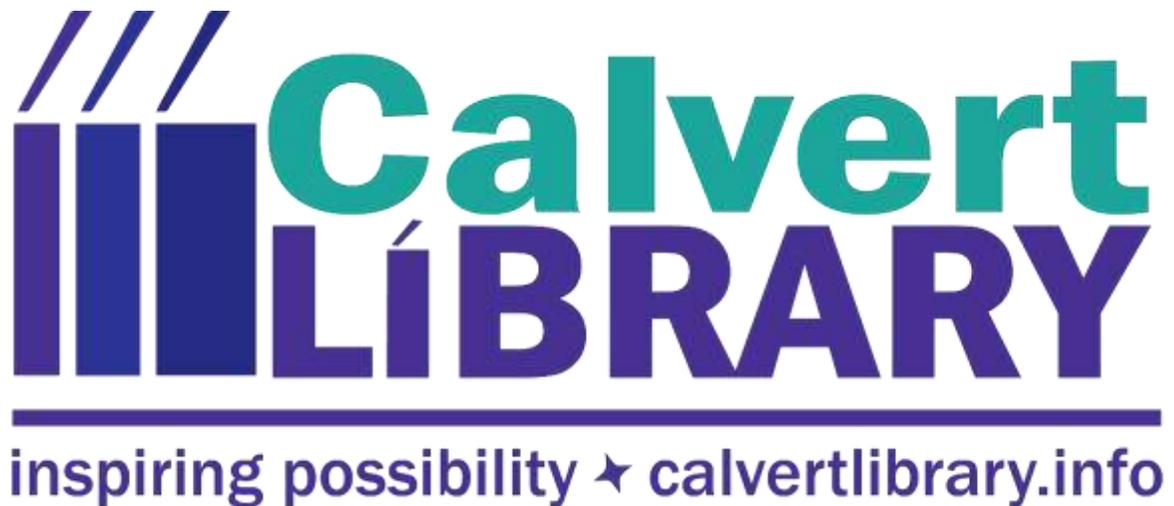
10. Is there any additional information you would like to share?

To be completed by Calvert Library staff only:

Comments :



Volunteer Handbook



Welcome Volunteers to Calvert Library

Calvert Library offers the opportunity for members of the community to give service to the library while gaining satisfaction in a job well done. Volunteers are an essential ingredient to the enhancement of day-to-day operations and enrichment of library services at Calvert Library. Volunteers assist staff members and contribute to the success of library programs. Volunteers bring new talents to the organization. Volunteers also create a positive image of the library to the community in which they serve.

The library's mission and vision statement are essential to our organization. These statements represent the foundation for all library services provided by Calvert Library. They are the basis of our jobs. As volunteers, it is very important you read and understand our Mission, Vision and Values statement in order to be a contributing member to our team.

Calvert Library is happy to welcome you to our organization.

Library Mission and Vision Statement

The Calvert Library's mission is to serve as a gateway to imagination, information and inspiration. We:

- Empower individuals by facilitating lifelong learning
- Strengthen our community by providing opportunities for connection to one another and the world

Calvert Library's vision is to inspire possibilities.

Library Values

Calvert Library has adopted the following core values that drive both internal operations and relationships with customers and partners:

- We embrace change, take risks and learn from mistakes.
- We collaborate within our library locations, our community, our region and our state.
- We value individual creativity and diversity.
- We learn and facilitate the learning of others as a means to empower and transform lives.
- We engage and build community.

Purpose of this Handbook

This handbook is designed to introduce you to the Library and to provide a basic overview of the policies and procedures which provide us all – paid and volunteer staff – with guidance and direction. Much of the information contained here is identical to the information contained in our Staff Handbook. As a volunteer staff member, we extend to you many of the same rights as paid staff with regard to the work environment, necessary job training, supervision, evaluation and recognition.

As our organization grows and changes, there will be a need to modify the policies, practices and other information described in this handbook. When such changes occur, you will be notified by an announcement or update. It is your responsibility to keep your handbook current and to be informed about policies and changes that affect you.

If you have any questions or need any clarification of the information contained in this handbook, please contact the Volunteer Coordinator.

Volunteer Policies and Procedures

A volunteer is a person who performs tasks for the Library without wages, benefits, or expectation of compensation (including travel expenses) of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the library. The library welcomes volunteers but does not accept any liability for the health or safety of the volunteer resulting from any volunteer's actions.

Becoming a Volunteer

1. Complete the Volunteer application.
2. Participate in a brief in-person or phone interview with a Volunteer Services member.
3. Once accepted, volunteers may request particular assignments. The Volunteer Services team reserves the right to change assignments or reassign duties based on the needs of the library. Volunteers always have the right to refuse an assignment.
4. Attend an orientation including a tour of the building, introduction to staff and review of the volunteer policy.
5. Sign the Volunteer Agreement and the Confidentiality Agreement.
6. At any given time, a limited number of volunteers are needed. Volunteer applications will be kept on file for one year and reviewed as volunteer opportunities become available.

Background Checks

In order to ensure the safety of our customers and our volunteers, it may be necessary at times to complete a background check for certain jobs. Each volunteer is asked to sign a release allowing Calvert Library to do so, if deemed necessary.

Daily Procedure

- Check-in with your supervisor
- Get your volunteer folder
- Record your time in
- Review assignment sheet
- Ask any questions about assignments
- Complete tasks
- Record your time out
- Check-out with your supervisor

Attendance

Volunteer schedules are planned to improve library services and assist staff with behind-the-scene tasks. Library staff members will have prepared assignments for volunteers and count on your presence. It is essential that volunteers adhere to their schedules and arrive on time. Absences are unavoidable, but notification to your supervisor is essential. In the event of a planned absence, your supervisor should be notified as soon as possible. Chronic tardiness and absence may result in the termination of volunteer service.

Volunteer Badges

Volunteer badges should be worn by all volunteers while on duty. They are important to identify you as a volunteer to customers. This also promotes our volunteer program to customers who may be potential volunteers.

Timesheets

Each volunteer will be responsible for keeping track of his/her volunteer hours. Individual log sheets will be kept in a file folder in the Volunteer area.

Conduct and Work Rules

Calvert Library fosters and promotes a team-based culture. We all work together to achieve a common goal: excellent service to all our customers. As such, everyone must play his/her part, and staff and volunteers are to be respectful of everyone's contribution.

Volunteers must act in a courteous and professional manner with the public at all times. Rudeness or loss of temper with the public is not acceptable.

Volunteers are requested to complete assigned tasks in a timely manner, and they must not restrict work or interfere with the work of others.

Volunteers will not willfully jeopardize the safety of fellow staff or the public or engage in any illegal activity.

Volunteers will be responsible for and will not misuse library property, records or other materials in their care, custody or control. Volunteers must follow the Computer Use and Internet Safety policies when using Library computers.

Library buildings and vehicles are designated as smoke-free. Smoking, the use of tobacco products and e-cigarettes/ vaporizers is not allowed inside the building or on the sidewalks leading to library entrances.

For safety and security reasons, volunteers are expected to volunteer with no illegal mood altering substances in your body. The possession, sale or use of mood altering substances while volunteering will not be tolerated.

The Library is committed to maintaining a work environment free of unlawful harassment. The Library policy prohibits harassment based on sex (including sexual harassment, gender harassment, and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal or state law or local ordinance or regulation. All such harassment is unlawful. The Library's policy applies to all persons involved in the operation of the Library (both employees and volunteers) and prohibits unlawful harassment by any volunteer/employee of the library including supervisors and co-workers. This behavior is unacceptable in the workplace itself and in other work-related settings such as business related social events.

Personal Appearance and Dress Code

As representatives of Calvert Library, all volunteers are expected to exhibit a neat, well-groomed appearance and dress in a manner that reflects well on the Library. Take your lead from the staff and dress appropriately for the job you are doing.

The Library is committed to maintaining a professional and welcoming atmosphere. For that reason, volunteers who have direct contact with the public should avoid radical departures from conventional dress or personal grooming that have a potential to be disruptive to the efficient operation of the Library. Neither gum chewing nor eating is permitted while in public areas.

Customer Service

Many volunteers come into contact with library patrons and may well be the first official contact a customer has with the library. It is important, therefore, that volunteers maintain a professional, friendly demeanor at all times. All customer questions other than directional are to be referred to a librarian who is trained to provide informational services for customers.

Media and Social Media

Volunteers may not speak to the media as an official or unofficial spokesperson of Calvert Library without prior authorization from the Director. All inquiries from the media must be referred to the Director or the Public Relations Coordinator.

When posting on social media sites, volunteers must express only his/her personal opinions and never represent him/herself as a spokesperson for the library without appropriate authorization from the Director.

Ownership of Materials

All information, documents, and materials volunteers write, develop, create, receive or compile, including but not limited to publications, articles, speeches, reports, and manuals, during the performance of their duties at Calvert Library automatically become Library property, and volunteers assign to the Library all rights, titles, and interests in and to the same, including rights under any copyright or similar law irrespective of the country under which such rights may arise or accrue.

Personal Information

The Library needs current contact information for each volunteer. This information may be used to notify volunteers about inclement weather and emergency closings, contact family in case of an emergency, or when requesting substitute volunteers. Please notify the Volunteer Coordinator of any change of address, name, email, telephone numbers, or emergency contact information.

Holidays/Library Closings

The Library will be closed the following days for staff and volunteers:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day weekend
- Independence Day
- Labor Day weekend
- Columbus Day
- Veterans Day
- Thanksgiving and the Friday after
- Christmas Eve
- Christmas Day

Emergencies such as severe weather, fires, power failures or bomb threats may disrupt Calvert Library's operation. If the Calvert County Government is closed, the Library will be closed. Public notification will be called in to local radio stations and posted on the Library's website if practicable. All volunteers will be notified of closings or late openings of the Library provided we have current contact information on file.

Incident/Injury Reports

The safety of all people in the library is important. Caution, care and common sense are critical to all work done in the library. Please ask for safety equipment, such as gloves or a step stool, if needed for a volunteer job. If an accident or unusual occurrence should happen, regardless of the severity, report the incident to a supervisor immediately.

Evaluations

Every volunteer will be evaluated at 3 months. This evaluation is to assess job training needs, to ensure the volunteer has been placed in a position that is suitable for him/her and the reevaluation of the volunteer's schedule. This is an opportunity for the volunteers to express their likes and dislikes about being a volunteer. It's an opportunity to assess job performance and whether the volunteer would like to continue his/her service. This is also an opportunity for the library to express any concerns they may have and to decide whether the volunteer service is still needed.

Leaving the Volunteer Program

The volunteer commitment can be terminated by either the library or the volunteer at any time. Serious violations to the work rules may result in the immediate termination of a volunteer including, but not limited to:

- Reporting for a volunteer assignment under the influence of alcohol or drugs
- Theft of property or misuse of equipment or materials
- Committing illegal, violent or intentionally committing inappropriate or unsafe acts
- Abuse or mistreatment of any Calvert Library staff, patrons or other volunteers
- Releasing confidential customer/staff information
- Consistent tardiness and /or absences from scheduled volunteer shifts
- Abuse of Library policies or volunteer procedures

Personnel File and References

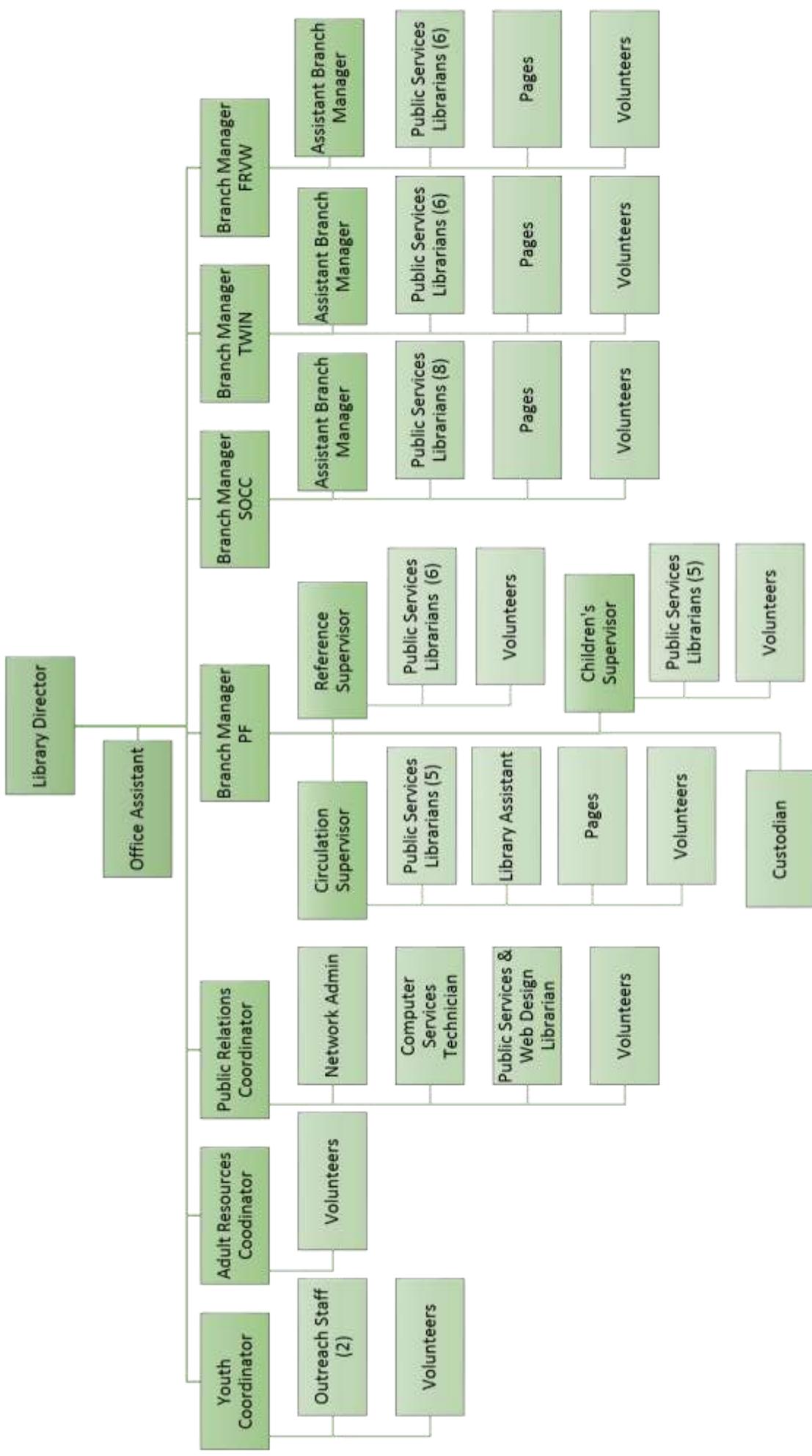
Your personnel files are confidential and consist of written documents retained by the Volunteer Coordinator. This file contains basic information and records about your volunteer services at the Library.

The Library will provide references for volunteers. The following information will be released in response to a reference request:

- The beginning and ending date of service
- The various assignments performed as a volunteer
- The number of hours of service given

Upon consent of the volunteer, character references may be provided by Volunteer Service team members concerning the volunteer work done in the library.

Calvert Library Organizational Chart



Calvert Library History

1912- Calvert County's first library opens, but it is not public. The small library, which is located adjacent to the Court House, receives no public funds. It holds Judge Duke's own collection of books.

1952- Mrs. Hilmer C. Nelson, president of Calvert County Council of Parents and Teachers, and other citizens want to establish a public library in Calvert County. They consult with Miss Helen V. Clark, director of the Division of Library Extension, State Department of Education, to discuss plans for a Calvert County library. It is recommended that a bookmobile, rather than a whole library system with a central library, would be the best option for Calvert County, whose population is only 12,000. This bookmobile could be borrowed from the St. Mary's county library system.

The Board of County Commissioners reviews the plan, and decides the county cannot afford the bookmobile. The first effort to get Calvert County a public library, fails.

1956- The Library Services Act is passed by Congress, which provides incentive funds for establishing a rural library service. There is a good possibility Calvert County will get a public library.

1958- It is decided that Calvert Public Library will become the third member of a newly formed cooperative library system along with Charles and St. Mary's counties. This cooperative is necessary for the counties to meet the requirements of the Maryland State Library Law and receive state aid.

1958- A Seven-Member Board of Library Trustees is elected by Governor Theodore McKeldin. The Officers elected are: Mrs. Earl Hicks, Mrs. Edwin Ward, Mrs. R.B. Smoot, Mr. T. H. Williams, Mr. Arthur Dowell, Mrs. Carl Breland, and Mrs. Lola Parks.

1959- The Southern Maryland Regional Library Association (SMRLA) is created. It includes Calvert, St. Mary's, and Charles counties. Dee Holmes is the librarian for all three counties. Judge Duke's library building is also donated to be used for the new public library.

Calvert County Library opens on Main Street in Prince Frederick. Mrs. Mildred Hairston is Calvert County's own librarian. The library is open every Friday from 1-9 P.M. The Bookmobile is also an important part of the library. It is used four days a week, providing service to both the northern and southern ends of the county.

1961- The library is growing and needs more space. Grace and Shemwell Parran donate land along Fourth Street (current day Duke Street) to the county, for library use. The library is lifted onto a flatbed truck and moved to a newly built basement on Fourth Street.

1964- The library adds a new wing, tripling its space.

1973- The library continues to grow, and even more space is needed. A new wing is built onto the library. Separate Reference, Fiction, Non-fiction, and Children's Departments are set up in the building.

1973- With increased space, the Reference Department expands its collection. The magazine collection grows, and "How-to" books are very popular. The library adds a microfiche reader and microfiche plates showing the holdings of every large library in the state. It is now easy for customers to use the interlibrary loan, and borrow books from libraries outside of Calvert County. The Children's Department takes on its character, and gets miniature chairs, tables, and short bookcases.

1976- Ben Williams, a local high school teacher, works with the Library to offer "Saturday Night Sing Outs," a series where local music talent performs. This event draws so many crowds to the library that the furniture in the room has to be removed to make room for everyone. At several performances, the library staff has to shoo crowds out past midnight.

1980- The INFO line is added, and customers can call the library with their reference questions. Responses are given within 24 hours.

1981- There is need for an additional library in the northern end of the county because the bookmobile comes only every two weeks, and circulation is great.

Calvert Library's first branch, Twin Beach Library, opens. It is located on the second floor of the Twin Beaches Community Center on Dayton Ave. and 4th St. in North Beach.

1981- The Fairview Library opens in the old Fairview Elementary School, which was renovated to hold the Sheriff/State Police substation and the Chamber of Commerce/Tourism Office.

1988- Due to large circulation in the southern end of the county, the Southern Branch opens. It was located in the Southern Community Center.

"Traveling Editions" van replaces the old bookmobile "Rolling Tomes". The outreach staff begins serving licensed daycare providers.

1991- Twin Beaches celebrates its 10th Anniversary. It is growing out of its space. The Branch closes and moves to Captain's Quarters in Chesapeake Beach.

1992- COSMOS (Collections of Southern Maryland On-line System), the computerized version of the card catalog goes in use. Books are now barcoded. Delivery of interlibrary loan materials is faster.

1993- Calvert Library's staff receives training on the internet, which is a new tool to help answer reference questions.

1994-1995- Fairview Branch closes for renovation. It reopens at double its size.

1996- Twin Beaches Library closes for renovation in September. The branch reopens in December, with the interior walls removed, and a new open design.

1996- COSMOS can now be viewed from work or home. Librarians and customers can view the holdings of the 11 Southern Maryland libraries and see if items are on the shelf or checked out. This makes delivery much quicker.

1997- COSMOS is upgraded, and customers can now request books and materials, review their library accounts for due dates, and renew items themselves.

1999- Calvert Library Celebrates its 40th Anniversary. There are now 10 public computers available for public access. Librarians help customers use the internet and on-line catalog.

Marina, Maryland's statewide interlibrary loan system, allows users to request materials from public libraries using the internet.

2004- Approximately 44,000 Calvert County residents have library cards. Calvert Library in Prince Frederick is outgrowing its space. The groundbreaking begins on a new Calvert Library Prince Frederick building.

2006- Calvert Library Prince Frederick moves to its beautiful new location. It has more computers for the public, additional shelving for more materials, a welcoming area for preschool children, a homework center for school-aged children, an area for young adults, comfortable seating, quiet study/tutoring rooms, Friends of the Library Book Sale and Gift Shop, and better meeting facilities. It is a great new home!

2009-Calvert Library [Celebrates 50 Years!](#) Southern Branch celebrates 20 years. Calvert Library becomes part of the Cooperating Collection of the Foundation Center.

2010 -Wifi added to all library locations. Completed a major web site revision. Received a Gates Grant for new computers at Southern. Added new computers at Twin Beaches.

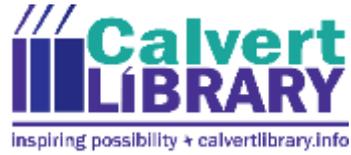
2011-Added new computers at Fairview. Partnered with the Public School's Career and Technology Academy and hosted Maryland's Superintendent of Schools, Nancy Grasmick, for a special event. Received an e-reader grant and began to circulate 72 e-readers, set up to appeal to children, teens, and adults.

2012-Fairview Branch celebrates 30 years. Calvert Library Prince Frederick celebrates 5 years at Market Square. Calvert Library Prince Frederick and Twin Beaches Branch display local artists.

2013-500 by Five, an initiative to help improve school success, rolls out county-wide. A traveling exhibit, Lincoln, the Constitution and the Civil War, is displayed at Prince Frederick, accompanied by a great deal of public events and lectures. Opened Interim Southern Branch in Solomons in May 2013. Tripled the size, added more computers, added new staff, and installed the first Imagination Station in the county. The Library Foundation raised almost \$250,000 for furniture and equipment. Patricia Hofmann, Director, retires after 28 years with Calvert Library. Carrie Plymire, the new Director, begins work in July, 2013.

2014 -A new library computer system is installed for the tri-county. In addition to previous functionality, Polaris allows customers to receive text messages and save reading lists and searches. Check Out Your Community begins. Customers may receive free passes to recreation, entertainment and experience opportunities in Calvert County.

2015-Imagination Stations are installed in Prince Frederick and Twin Beaches. Fairview is refreshed and now uses additional space in the building for a comfortable seating area.



Volunteer Agreement

LAST NAME

FIRST

DEPARTMENT ASSIGNMENT

JOB TITLE

Volunteers can expect Calvert Library to provide the following:

- * A clearly defined job description with appropriate supervision and direction.
- * On-the-job training as required.
- * Respect for the value and activities of volunteers as well as a cooperative working relationship between staff and volunteers.
- * Assistance in evaluating the volunteer assignments and when to make necessary changes.
- * A letter of reference may be available on request upon completion of volunteer assignment.

As a volunteer for Calvert Library, I agree to do the following:

- * Work the pre-determined hours acceptable to my supervisor.
- * When sick or unable to work, notify supervisor as soon as possible.
- * Record hours worked on a daily timesheet.
- * Fulfill the duties outlined in the job description in a professional manner.
- * Take pride in the role of Volunteer and contribute to a mutually cooperative working relationship with staff and other volunteers.

Agreed upon volunteer hours: _____
Start date _____ End Date _____

I have read and understand the above and agree to the terms.

Volunteer Signature Date Signature of Parent/Guardian
(Required if under 18 years old)

Volunteer Coordinator Signature Date

EMERGENCY CONTACT:

Name Relationship Phone Number

Name _____

Branch _____

Volunteers are Calvert Library's favorite people.

Please take a few minutes to share with us a few of your favorite things:

Drink: _____

Candy: _____

Snack: _____

Fruit: _____

Color: _____

Flower: _____

Restaurant: _____

Pizza Place: _____

Store: _____

Sport to watch/team: _____

Holiday: _____

Hobbies: _____

Book: _____

Movie: _____

Music: _____

Charities: _____

Things to do: _____

Any other noteworthy favorites: _____