

Volunteering with Rowan Public Library

The following applies to RPL volunteers ages 16+

- Melissa Oleen, Deputy Director, coordinates all volunteers ages 16 and older. Contact Melissa at 704-216-8245 (phone) or 704-279-7837 (fax) or Melissa.Oleen@rowancountync.gov
- Volunteers 16 years of age or older must completely fill out the RPL Volunteer Form available via the website and return the completed form to an RPL branch for consideration. Forms may be submitted in person at any RPL branch location or via physical mail, email or fax. Return completed forms to Melissa Oleen.
- Applicants are required to pass a background check through the Rowan County Human Resources office. This process takes a minimum of two weeks.
- **Volunteer Preferences**

Note: While staff attempt to accommodate preferences, the needs of the branch dictates volunteer assignments

Circle the Branch where you would prefer to volunteer:

HQ (Salisbury) South (China Grove) East (Rockwell) Any

Indicate your willingness to volunteer in the following departments:

Department within RPL	Yes	No	Neutral
Children's Services			
Teen Services			
Circulation			
Technical Services			

For Volunteers Ages 11-15

- Hope Loman, RPL's Youth Services Supervisor, coordinates volunteers between the ages of 11 and 15 years old.
- Volunteers between the ages of 11 and 15 must submit a Teen Volunteer Application. Contact Hope Loman for this form at 704-216-8258 (phone) or Hope.Loman@rowancountync.gov

For Would-be Volunteers Under 11

- Unfortunately, individuals younger than 11 are unable to volunteer at Rowan Public Library. Please check back after your 11th birthday!

The following applies to *all* RPL volunteers

- Volunteers must confirm their acceptance of a volunteer shift **48 hours prior** to the shift.
- Volunteers are to email or phone the RPL employee who is supervising their work. **Volunteers who do not give 48 hours notice of acceptance may not be allowed to work a shift.** All volunteer shifts are coordinated in advance. Last-minute efforts to fulfill requirements cannot be honored.
- Certain departments have shift time limits/restrictions to ensure that volunteers will have work to complete and this allows more volunteers to participate in the RPL Volunteer Program. Only the volunteer's RPL supervisor may authorize exception to shift limits.
- Volunteers will be contacted via email, mail or phone to confirm suitable dates and times for volunteering shifts when open volunteering time slots are available. They will be contacted directly by the RPL employee who will be supervising their volunteer hours.
- Volunteers must abide by general RPL policies regarding dress and conduct. This includes not wearing visible facial piercings.

Volunteer Activities include

- Shelving materials
- Shelf reading
- Pulling materials
- Withdrawing materials
- Creating/maintaining displays
- Assisting with program set-up and breakdown
- Cleaning and organizing
- Other duties as assigned

