

Volunteer Policy

The Lawrence Public Library welcomes volunteers of all ages to get involved and help to deliver our mission. Volunteers serve the Library in various departments with duties ranging from customer service, to program or administrative support. Due to the numerous volunteer applications we receive, we accept new volunteers as needed.

How to Apply

Complete and submit a volunteer application which can be found on our website on the Application and Forms page or by asking anyone on our team. Anyone 18 or older is required to sign a CORI form for a background check. Please provide your photo ID with your application. A staff member will call you to confirm if your application has been accepted and to provide a schedule that works mutually. If your application is not chosen, please note that we will keep your application on file and will call you have we any future needs.

Library Workplace Rules

Volunteers are expected to report on time to the assigned shift or communicate with the assigned supervisor if a conflict arises. Time sheets will be used to sign in and out and will be available to reference if you require a letter of proof of your service. Volunteers may not be accompanied by friends or family during their shift unless workplace support and accommodations are required. Volunteers must adhere to the Library business casual dress code, cell phone use, and conduct. These policies will be made available to the volunteer prior to the start of their first shift.