



Easton Area Public Library and District Center

Founded 1811

515 Church Street  
Easton, Pennsylvania 18042-3587  
Jennifer L. Long, Director

Phone: (610) 258-2917  
Fax: (610) 253-2231  
www.eastonpl.org

Visit our Historic Carnegie Building  
One block North of Northampton Street  
Between 5<sup>th</sup> and 6<sup>th</sup> Streets

Visit our Palmer Branch  
Palmer Township Municipal Complex  
1 Weller Place, Easton, Pennsylvania

## VOLUNTEERING AT THE LIBRARY

We value your work and appreciate your willingness to volunteer at the Easton Area Public Library. To make your volunteer time and efforts as rewarding as possible for you and for the Library, we are providing the following guidelines.

Each volunteer is assigned a supervisor who will explain the work and monitor your progress. Take any questions or ideas to your supervisor.

You and your supervisor will arrange a mutually convenient schedule for volunteering during Library hours. When you report, be sure to sign in and out with the day and hour in the blue book at the Circulation Desk. This book tells us who is in the building should there be an emergency. It is also our official record of your volunteer hours. We use it in our annual report of total volunteer hours. Should you be unable to report for work due to illness, family emergency, etc., please call 610-258-2917 x302 or x 301 to leave a message.

If you need assistance while working in a public area and your supervisor is not available, see the person working at the Reference Desk.

Volunteers are asked to present a neat and professional appearance. Please refrain from overly casual dress and inappropriate attire.

You are advised to leave valuable articles at home. The Library does not have secure locations to store these items and cannot be responsible for their loss or theft.

Closings for holidays are available on the Library web site ([www.eastonpl.org](http://www.eastonpl.org)). Closings for inclement weather are announced on local radio and television stations.

Any injuries **must** be reported to your supervisor **immediately** and an incident report **must** be filled out for the Library's records.

You may be asked to provide clearances, to comply with PA legislation (ACT 153), by obtaining an ACT 33 PA Child Abuse Clearance and PA Criminal History Clearance.

We ask that you take a moment to review and sign this document and the Disclosure statement application for volunteers, before you start volunteering at the Library.

**EASTON AREA PUBLIC LIBRARY**  
**VOLUNTEER APPLICATION**

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

Age Bracket:      Under 18 \_\_\_\_\_ 18+ \_\_\_\_\_

Education (circle last year completed) 7 8 9 10 11 12 College

Days Available \_\_\_\_\_ Hours Available \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

How did you learn about the Easton Area Public Library and its volunteer program? \_\_\_\_\_

**\* Parent signature is required for volunteers under the age of 18.**

Please return to:

Jennifer L. Long, Library Director  
Easton Area Public Library  
515 Church Street  
Easton, PA 18042

I hereby release the Easton Area Public Library from any claim that I may be entitled to assert against the Easton Area Public Library arising out of, or related to my personal exposure to the COVID 19 virus as a volunteer at the Easton Area Public Library.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature, if you are under 18.

\_\_\_\_\_

Date

8/9/22

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS  
Required by the Child Protective Service Law  
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal Law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

POLICY REGARDING ADULT VOLUNTEERS IN  
COMPLIANCE WITH ACT 153 OF 2014

Effective July 1, 2015, Easton Area Public Library will comply with the provisions of Act 153 of 2014, the PA law for employees and adult volunteers working with children.

**REQUIREMENTS**

Adult volunteers with our library who have direct contact with children as defined in Act 153 of 2014 will be required to provide proof that they have obtained the clearances for volunteers as listed in the Act.

Clearances must be renewed periodically in accordance with provisions of the Act.

**RECORDS**

Easton Area Public Library will keep records of volunteers' clearances.

**PAYMENT OF FEES**

Fees required to obtain the necessary clearances or renewal of clearances will be paid by the volunteer who will be reimbursed by the library at the time the clearances are presented to the library.