

ADAMS COUNTY
LIBRARY



VOLUNTEER HANDBOOK



WWW.ADAMSLIBRARY.ORG

Welcome!

Thank you for choosing to volunteer with the Adams County Library!

We are incredibly grateful to have dedicated members of our community who are willing to share their time and talents with us. Volunteers are a vital part of the library's success, helping us to Open Gateways for Exploration and better serve our patrons. Your support strengthens our programs, outreach, and daily operations, making a real difference in the lives of those we serve.

We are thrilled to have you as part of our team and look forward to working with you!

History of the Adams County Library

The Adams County Public Library Association was officially incorporated in 1945, securing a rental space at 135 Carlisle Street in Gettysburg. Kathryn Oller was appointed as the first librarian, and the library opened its doors on January 7, 1946. That same year, the bookmobile service began, bringing library resources to rural communities.

Over the past 80 years, the library system has grown and evolved to meet the needs of Adams County residents:

- 1949 – The library purchased and moved into the former jail building at 59 East High Street.
- 1959 – The Friends of the Library was organized to support library programs and services.
- 1979 – Adams County Public Library and East Berlin Community Library united to form Adams County Library System.
- 1992 – Gettysburg's library moved to the Federal Building (formerly a post office), and the New Oxford Area Library opened.
- 1995 – County Commissioners approved a dedicated real estate tax to support the library.
- 1997–2008 – The Littlestown Reading Room (1997), Fairfield Library (2003), and Harbaugh-Thomas Library (2008) opened, expanding access to more communities.

Today, the library remains a community hub and a cornerstone of education and connection. We support the community with new and exciting programs, welcome in local authors and speakers, and provide a Library of Things where patrons can borrow nontraditional items. The library offers much-needed meeting space and a variety of special book groups that foster connection and learning. From the early bookmobile to today's digital resources, the Adams County Library System is committed to fostering lifelong learning, exploration, and connection for all of Adams County.

Possible Duties

- Pull titles to rotate between libraries or to fill library hold requests.
- Dust and wipe down book shelves.
- Vacuuming/dusting/sweeping.
- Check shelves to ensure materials are in the correct order.
- Empty the book return.
- Organize materials on the cart and shelve them.
- Organize and prepare supplies for upcoming library programs.
- Help with programs and events.
- Folding Brochures.
- Other duties as needed.

Requirements

- All volunteers of the ACLS must be at least 14 years of age.

All volunteers under age 18 must submit a Parent/Guardian Consent Form to the library prior to beginning volunteer work.

- Photo ID
- Completed ACLS Volunteer Application
- Clearances

All adult volunteers (18 years old and older) of the Adams County Library System are required to have current clearances from appropriate agencies. All adult volunteers must provide a minimum of two Pennsylvania clearances: Child Abuse and Criminal. For those who have not lived in Pennsylvania for 10 consecutive years, a Federal Criminal History Certification (Fingerprinting) is also required.

In addition, all adult library volunteers must complete the online Child Abuse Mandated Reporter Training. All of the clearances and training, except for the Federal Criminal History Certification, are free for volunteers.

All the clearances should be completed online. You are welcome to use the library computers to apply for clearances and/or access the online training. ***Clearances must be received by the library prior to beginning volunteer work.*** The Adams County Library System will accept copies of any current clearances you may have due to volunteer work at another organization or as a requirement of your employment.

- Pennsylvania Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania State Police Criminal History Clearance
<https://epatch.pa.gov/home>
- Certificate of completed online Child Abuse Mandated Reporter Training
<https://www.reportabusepa.pitt.edu/>
- Federal Criminal History Clearance (As of March 2025 - \$23.25 fee)
<https://www.pa.gov/en/services/dhs/apply-for-an-fbi-criminal-history-background-check.html>

Volunteer Clearance Renewal

Your PA clearances are due for renewal as of:

Your clearances are only active for five years. It is ultimately your responsibility to keep your clearances active and clear.

However, you will be given a reminder three months prior to your clearance expiration. You will then be given instructions on how to renew your background checks and clearances. You will be unable to volunteer at Adams County Library System until your clearances are received.

If you have any questions, please contact the Volunteer Coordinator at volunteer@adamslibrary.org or by calling 717-334-0163.

Branches and Opening Hours

Gettysburg

140 Baltimore Street
Gettysburg, PA 17325
717-334-5716

Monday	9:00am – 8:30pm
Tuesday	9:00am – 8:30pm
Wednesday	9:00am – 8:30pm
Thursday	9:00am – 8:30pm
Friday	9:00am – 5:00pm
Saturday	9:00am – 5:00pm
Sunday	1:00pm – 5:00pm

Harbaugh-Thomas (Biglerville)

59 W. York Street
Biglerville, PA 17307
717-677-6257

Monday	12:00pm – 6:00pm
Tuesday	12:00pm – 8:00pm
Wednesday	10:00pm – 6:00pm
Thursday	12:00pm – 8:00pm
Friday	10:00am – 6:00pm
Saturday	9:00am – 5:00pm
Sunday	Closed

Carroll Valley

5685 Fairfield Road
Fairfield, PA 17320
717-642-6009

Monday	2:00pm - 8:00pm
Tuesday	11:00am – 5:00pm
Wednesday	11:00am – 5:00pm
Thursday	2:00pm - 8:00pm
Friday	11:00am – 5:00pm
Saturday	10:00am – 4:00pm
Sunday	Closed

Trone Memorial (East Berlin)

105 Locust Street
East Berlin, PA 17316
717-259-9000

Monday	10:00am – 6:00pm
Tuesday	12:00pm – 8:00pm
Wednesday	10:00am – 6:00pm
Thursday	12:00pm – 8:00pm
Friday	9:00am – 4:00pm
Saturday	9:00am – 4:00pm
Sunday	Closed

New Oxford

122 N. Peter Street
New Oxford, PA 17350
717-624-2182

Monday	2:00pm - 8:00pm
Tuesday	11:00am – 5:00pm
Wednesday	11:00am – 5:00pm
Thursday	2:00pm - 8:00pm
Friday	11:00am – 5:00pm
Saturday	10:00am – 4:00pm
Sunday	Closed

Littlestown

232 N. Queen Street
Littlestown, PA 17340
717-359-0446

Monday	2:00pm - 8:00pm
Tuesday	12:00pm – 6:00pm
Wednesday	2:00pm - 8:00pm
Thursday	12:00pm – 6:00pm
Friday	12:00pm – 6:00pm
Saturday	10:00am – 4:00pm
Sunday	Closed

Closures

New Year's Day	Presidents' Day
Easter Sunday	Memorial Day
4th of July	Labor Day
Columbus Day	Day before Thanksgiving (close at 5:00pm)
Thanksgiving	Christmas Eve
Christmas Day	New Years Eve (close at 5:00pm)

Library Contact Information

The best way to reach a supervisor during hours that the library is closed is through email. If you do not know your supervisor's email address, you can email the Volunteer Coordinator at volunteer@adamslibrary.org and the message will be forwarded to the correct supervisor.

During normal library hours, please call your branch directly to let them know of any conflicts with your schedule.

Parking

Parking availability varies from branch to branch. Volunteers will be advised about where to park when their assignment is made. Please be aware that there is no guarantee that off-street parking will be available.

Orientation and Training

After you have received your volunteer assignment, you will be given a brief orientation which includes a tour of the library branch you will be working at and initial training. All volunteers will receive department specific training in the areas in which they will be working. The library will have Volunteer Name Badges available, and we ask that you wear one whenever you are working.

Dress Code

Please dress for comfort, but remember that the library is a public service organization and we would like to maintain a neat, professional appearance at all times. Your supervisor will inform you if there is a concern about your attire.

Recording Hours Worked

The state of PA requires ACLS to report the number of volunteer hours each year and we also like to recognize our volunteers for all the work they do for us. Keeping these records accurate is very helpful to us to realize both goals. We track all volunteer hours and ask that you log your hours by using this

website, <http://weblink.donorperfect.com/ACLSvolunteerhours>, and that you check in with a person in your assigned department when you arrive for work and before you leave. The link is available from all library computers.

Absences and Late Arrivals

If you know ahead of time that you will not be able to work your regular shift, please let your supervisor know as soon as possible. If you are sick or have a last-minute change of plans or you will be late for your shift, please call the library to let your supervisor know your situation.

Patron Confidentiality

Pennsylvania Law protects the confidentiality of library circulation records. Therefore, unless mandated by a court order, no library worker may give out information contained in those records. This includes borrowers' names, addresses, phone numbers, materials they have checked out, or any other personal information. Please be very careful not to discuss private patron information with anyone. Requests for patron information should be referred to a library employee.

Patron Problems

If you work in a public area, you may come in contact with a patron who is upset due to a problem or complaint, or who is behaving in an inappropriate manner. If this happens, please inform a staff member of the situation or, if the patron wishes, direct them to a staff person. Please do not try to resolve the situation yourself. These matters should be handled by staff members only.

Safety

Each library branch does its best to provide a safe work environment for all staff and volunteers. If, for any reason, a volunteer would feel unsafe or uncomfortable they should go directly to the nearest staff member who will take the necessary steps to correct the situation. Please notify your supervisor immediately if any accident or injury occurs while you are doing volunteer work.

Emergencies

Staff members and other volunteers are not trained to handle emergency health situations that may occur while you are volunteering. Each building has only the most basic first-aid products and these must be self-administered by the injured party. If you require more than that, staff is instructed to call 911.

Therefore, all volunteers are asked to complete an emergency form and this information is kept on file. It is the volunteer's responsibility to make sure emergency information is kept up to date.

Equal Opportunity

Adams County Library System employs an equal opportunity volunteer program and does not discriminate on the basis of race, religion, sex, national origin, ethnicity, age, physical, or mental disability, political affiliation, sexual orientation, ancestry, marital status, medical condition, or other non-merit factors. Volunteers will have equal opportunity to apply for all available positions and will only be limited by their ability to perform the required tasks associated with the position.

Harassment/Discrimination

The ACLS is committed to providing a harassment-free workplace for both staff and volunteers. ACLS will not tolerate any speech or conduct that is intended to, or has the effect of, intimidating, abusing or harassing any employee or volunteer because of their race, color, religion, sex, national origin, ancestry, age, physical or mental disability, veteran status or any other characteristic protected by law. This policy applies to any person associated with the library.

Drug and Alcohol Abuse

The use of controlled substances such as alcohol and illegal drugs is a danger to the safety and health of the employees, volunteers, and patrons of the library. The library will make every effort to maintain an alcohol and drug free workplace to comply with the provisions of the National Drug Free Workplace Act of 1988, the Pennsylvania Act 191 of 1988, and any other criminal drug statute applicable.

Your Feedback and Our Partnership

We value your contributions and want to ensure you have a positive and fulfilling volunteer experience. Open communication is key to our partnership. If you have any concerns or feedback, please don't hesitate to share them with our Volunteer Coordinator as soon as possible. We're here to listen and work together to find solutions. We want to make sure you're enjoying your role and feeling supported. If, at any point, either you or a staff member feels a change in your assignment would be beneficial, we'll work together to find a better fit within the library.

We're committed to creating a positive and respectful environment for everyone. To maintain this environment, we have established guidelines for volunteer conduct and performance. We'll always strive to provide clear expectations and offer support to help you succeed. **The library reserves the right to dismiss any volunteer who continually exhibits unacceptable performance or behavior.** We are committed to open and supportive conversations throughout this process, and will make every reasonable effort to address any concerns before taking such action.

Adams County Behavioral Policy

It is the policy of the Adams County Library System to offer the full range of library services to all residents of the community. It is the intent of the Library to provide its service with a minimum of regulations and restrictions, adopting only those that are absolutely essential to the library's operations.

The library recognizes that the public has certain expectations of the library. These include an outstanding collection of library materials, pleasant, attractive surroundings, and courteous, efficient, and effective service.

Library users have a right to assume that visits to the library will be free from harassment, physical discomfort, danger, and psychological stress. The library staff has the same rights. It shall therefore be the policy of the Library Board to maintain in the library system a pleasant environment conducive to serious study and casual use. In such an environment, the Board considers the following to be unacceptable behavior:

- Obscene, abusive, or disruptive language.
- Willful destruction of or damage to any library property.
- Blocking or in any way interfering with the free movement of any person or persons.
- Possession or consumption of alcoholic beverages or illegal drugs.
- Removal of any library property from the building without authorization through established lending procedures.
- Threatening or harassing staff and library users.
- Photography or video recording without staff permission.
- Unreasonably disturbing staff and library users.
- Sleeping.
- Carrying weapons of any sort by any individual except by law enforcement officers.
- Listening to devices without headphones.
- Bringing animals, other than those service animals as defined by the Americans with Disabilities Act, into library facilities.
- Soliciting or selling of any kind, unless approved by the Library System Executive Director.
- Distribution of leaflets or posting of notices in areas not authorized for this purpose.

Smoking/Vaping is prohibited inside the building. Smoking is prohibited within 25 feet of any door.

Violators of this policy will be subject to exclusion from the library premises. Criminal behavior will be prosecuted under the law.

Revised: May 23, 2024

Adams County Library System abides by the professional Code of Ethics put forth by the American Library Association

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.