

**No Placement (due to criminal convictions):**

Thank you for your interest in volunteering with Insert Library Name.

We appreciate you sharing your experiences with us. However, we do have a policy that any person convicted of a crime involving violence is ineligible to volunteer with the library.

We do want to share some of our favorite resources for finding volunteer work in the Portland area. Hands On Portland ([www.handsonportland.org](http://www.handsonportland.org)) lists volunteer opportunities in a calendar format and Volunteer Match ([www.volunteermatch.org](http://www.volunteermatch.org)) provides a searchable database of opportunities.

We're sorry that we will not be able to make a placement at this time, but wish you the best in all your future endeavors.

**No Placement (due to employment status with the library)**

Hello [insert name],

Thank you for your interest in volunteering with Insert Library Name.

For any volunteer applicant indicating past library employment, we check with Library Human Resources regarding employment status. Unfortunately, we are unable to place you in a volunteer position at this time due to your previous library employment status.

We do want to share some of our favorite resources for finding volunteer work in the Portland area. Hands On Portland ([www.handsonportland.org](http://www.handsonportland.org)) lists volunteer opportunities in a calendar format and Volunteer Match ([www.volunteermatch.org](http://www.volunteermatch.org)) provides a searchable database of opportunities.

We're sorry that we will not be able to make a placement at this time, but wish you the best in all your future endeavors.

Take care,  
[insert name]

**No Openings (will contact in January)**

Thanks for your interest in volunteering with Insert Library Name! Due to a limited amount of volunteer openings at this time we will be contacting interested applicants during the beginning of January.

Thanks again for your interest and we'll be in touch soon!

**No Openings at Specific Location (has not completed an application yet)**

Thank you for your interest in volunteering with Insert Library Name!

Unfortunately, we do not have any openings at Name of Library at this time. If you are interested in other locations, I invite you complete a volunteer application to get started with the process to become a library volunteer. The application can be found online at <https://www.volgistics.com/ex/portal.dll/ap?AP=1915343744> or you may complete a paper version at any library location. Otherwise, I encourage you to check our Opportunities site for future openings at Name of Library at [http://www.multcolib.org/vol/opportunities\\_iframe.html](http://www.multcolib.org/vol/opportunities_iframe.html).

For more information about other volunteer opportunities in the community, I suggest [www.handsonportland.org](http://www.handsonportland.org) and [www.volunteermatch.com](http://www.volunteermatch.com). If you have any further questions, you may contact us at email address or phone number.

Thank you for your support of the Insert Library Name Volunteer Program!