



Community Service Policy and Form

The Hays Public Library supervises court-ordered community service workers as a community outreach service. Community service workers are supervised by the Adult Department librarian. To schedule community service, visit the library at 1205 Main Street or call the Adult Department librarian at 785-625-9014.

Name _____

Age _____ Phone _____ Address _____

Why are you required to do community service (list offense)? _____

How many hours total do you have to do? _____ By when? _____

Name of parole officer/court official _____ Phone _____

When would you like to do your community service (list general times available)? If you are unable to attend you must call ahead of time. If you neglect to call, your opportunity may be cancelled.

Sign _____ Date _____

Date	Time Started	Time Finished	Total Hours	HPL Supervisor Signature

Offenses must be non-violent and not theft-related, and not sex offenses (per Community Corrections). Scheduling varies depending on librarian's availability; must take place between 9am and 5pm on weekdays only. Must call in advance to reschedule appointments; those who are unable to follow directions and perform tasks adequately will not be able to complete their service at the library.