

I. Administrative Policies

1S. Volunteers

The Library identifies a volunteer as a person who regularly performs duties or tasks for the Library without wages or benefits. The Library shall use the services of volunteers to supplement the efforts of paid Library staff in meeting demands for quality public service and to serve as a method to encourage citizens to become familiar with their Library and the services offered. The Library shall use the services of interested volunteers to supplement and not replace the work done by Library staff. The volunteers described in this policy differ from the Friends of the Library volunteers, who are governed by their policies and bylaws.

a) Categories of Volunteers

- 1 General Volunteers – An opportunity for volunteers over 18 to enhance Library services based on specific tasks identified by Library staff.
- 2 Teen Volunteers – Students must be 14 years of age and up with interest in working with the Library.
- 3 Interns/Practicum Students – A bachelor or master-level student working on completing a practicum as part of their course of study. The intern/practicum student and Volunteer Supervisor will determine the scope of work during an interview.

b) Description of Duties

- 1 The Library shall designate a Volunteer Coordinator to oversee volunteers' use and maintain a file of volunteers. In addition, each department that uses volunteers shall appoint a Volunteer Supervisor to train, supervise, and evaluate them.
- 2 Volunteers must complete a volunteer application form. All volunteers over 18 are subject to an acceptable background check before starting volunteering. Volunteers under 18 must have a completed work permit to volunteer for the Library. Volunteers will not be accepted if there is no suitable job match.
- 3 Volunteers will not replace paid staff and will provide unique or supplemental services.
- 4 The Library will determine volunteer hours based on current needs and the availability of the volunteers. Therefore, while the Library will attempt to accommodate the volunteer's schedule, we cannot guarantee it.

- 5 Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, behavior, and dress code as Library employees.
- 6 Volunteers are expected to arrive at the Library in time to begin volunteer work as scheduled or notify the Library if they will be absent. Volunteers who fail to show up as expected may forfeit their volunteer opportunity.
- 7 Volunteers shall wear an identification badge when working for the Library.
- 8 This policy shall not be deemed a contract between the volunteer and this Library. The volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library does not provide any employee benefits to persons serving as volunteers.
- 9 Volunteers may be asked to work on projects that support staff efforts. Examples include, but are not limited to, cleaning materials, outdoor maintenance, dusting, moving books, and interactive opportunities with the public, such as greeting at program events and providing support for programs.

c) Recognition

Recognition is an essential component of a volunteer program and is often the only way the Library can say "thank you." Therefore, at least annually, there will be a formal recognition of general and teen volunteers from the Library.

Students and Interns/Practicum – The Volunteer Coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity.