



## Policy for Volunteers

Adopted: 12/11/2008

Reviewed: 8/11/2011

Revised: 05/20/2015

Reviewed: 2/8/2018

Reviewed and Approved: 3/12/2020

Volunteers will supplement the work of the paid staff of the library. They will not work at the circulation desk due to the complexity of the system and the work of the circulation desk. Volunteers may be a part of a group or agency that requires community service or someone who wants to help the library.

Anyone wishing to volunteer will fill out a Volunteer or Internship Application (available at the desk). The person will be interviewed by the Library Director or designated staff person.

The library may not accept every volunteer application.

### **Typical tasks:**

- Shelf-reading
- Removing stickers from materials
- Wash library materials (i.e. disinfecting toys/play area/public computers)
- Dusting and other cleaning tasks
- Assisting staff during programs and events
- Other duties as assigned

### **Requirements:**

- If volunteer hours are needed to fulfill community service, the volunteer is responsible for providing the library director any form(s) required by their school or agency.
- All volunteers are responsible for accurately recording their time in and time out on their sign-in sheet in the Volunteer Binder. A staff member will initial the hours recorded for verification.
- Volunteers are asked to conduct themselves as if they were employed by the Library. All volunteers must follow the policies and practices of the library in regards to: work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.
- Volunteers will be dismissed from their volunteer duties at any time at the discretion of the Library Director or person-in-charge if any problems arise.