



## **Volunteer Policy**

Adopted: 12/11/2008

Approved: 6/13/2024

Volunteers will supplement the work of the paid staff of the library, but cannot perform any tasks that are done by paid staff. They will not work at the circulation desk or with patron information due to patron privacy concerns. Volunteers may be a part of a group or agency that requires community service or an individual 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 or have work for volunteers to do at the time of 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 with 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.

### **Revision History:**

*Reviewed – 8/11/2011*

*Revised – 5/20/2015, 2/8/2018, 6/13/2024*