

Wead Library Volunteer Policy (2021)

Purpose

Volunteers support and enhance the mission of the Wead Library, by assisting staff with its programs and services.

The purpose of the Wead Library Volunteer Policy is to protect the rights and safety of volunteers, library patrons, and staff.

Volunteer

A volunteer is a person recognized and authorized by the Wead Library to perform services for the library without compensation or expectation of compensation.

Volunteers will not be used to replace the work done by paid library staff.

Who Can Volunteer

Volunteers shall be selected without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without supervision by a staff member. The Library will only accept volunteers 12 and older unless accompanied by a guardian.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the library director, designee, or staff member in charge of related services.

Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year.

- No volunteer will be eligible for medical, accident, or worker's compensation benefits.
- Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time.
- The library retains the right to use discretion in accepting court ordered community service volunteers based on library needs and the nature of the volunteer's offense.

Volunteer Responsibilities

We ask volunteers to be dependable in their commitment to the library and to notify the library in advance if they are unable to work their scheduled shift. Volunteers are expected to adhere to all rules contained in Wead Library policies. Volunteers are responsible for keeping track of completed service hours.

Sample Tasks That May Be Performed By a Volunteer:

- Assisting with the creation of displays and bulletin boards
- Shelving materials
- Supervising library events
- Light cleaning assignments
- Assisting with special events

Volunteer talents, experience, availability and interests will be considered in task assignments.

Attire / Appearance

While volunteers are performing library tasks, the Wead Library expects that volunteers will wear attire consistent with a professional organization and tasks assigned. The Wead Library asks that volunteers refrain from wearing political or graphic clothing.

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts. Body hygiene should conform to accepted usage.

Confidential Information

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Circulation System

All library patrons have a right to privacy and confidentiality regarding their personal information and their use of the Wead Library. Library Staff and volunteers have an obligation to adhere to the Wead Library's Confidentiality of Patron Records Policy. Volunteers might be exposed to information of a confidential nature. Such information is not to be shared with anyone else including family, friends or acquaintances.

References

The Library will provide references for volunteers. The following information will be released in response to a reference request:

- The beginning and ending date of service

- The various assignments performed as a volunteer
- The number of hours of service given

Upon consent of the volunteer, character references may be provided by individual library staff members concerning the volunteer work done in the Library however these are not formally sanctioned on behalf of the Library.

This is to certify that I have read, understood, and will comply with the Wead Library's Volunteer Policy.

Signature _____ Date _____

Wead Library Volunteer Application

Name _____

Date of Birth _____ Address _____

Phone _____ E-mail _____

Emergency Contact & Phone _____

Community Service:

Are you seeking hours for court appointed community service? ___ Yes ___ No

If you answered Yes:

Total number of community service hours assigned _____

Total number of hours you'd like to serve at the Library _____

Deadline ___/___/___

Do you need confirmation of hours served in writing? ___ Yes ___ No

For Teens:

Those under the age of 18 must have their parent or guardian sign the application.

Are you seeking hours for required community service for school or other organization?

___ Yes ___ No

If yes, how many hours _____

For what reason _____

Volunteer work preferred (please check all areas of interest):

_____ Shelving _____ Cleaning Books/Dusting Shelves

_____ Seasonal/Special Occasion Displays _____ Special Events/Program

Please list any skills and special knowledge you have which might be beneficial to the library.

Availability:

Would you prefer to have a regular work schedule or work on special projects with a more flexible time frame?

How many hours per week/month would you have to give to the Library?

Which days/times are you available to volunteer? _____

References (work, volunteer, personal):

Please give the names of three references who know of your interests and abilities.

Name, Phone #, and Relationship

1. _____
2. _____
3. _____

- I understand that the Wead Library has the right to evaluate all applicants and will not accept a volunteer that would jeopardize the materials and services of the library or the safety of the library staff and patrons.
- I understand that as a Wead Library volunteer I may come in contact with confidential information. I agree to protect this information and will not divulge any information during or after my services as a volunteer.
- I agree to abide by all library policies and understand that as a library volunteer I am a representation of the library and must portray a positive image at all times.

Applicant's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____