

## **VOLUNTEER POLICY**

### **GUIDELINES AND PROCEDURES:**

A volunteer is a person who donates time, talent, or services to support the library and its activities without expectation of future employment, wages, benefits, or compensation of any kind.

Volunteers will be recruited through a variety of methods (school announcements, newspaper articles, Friends, etc.) to meet specific as well as general library volunteer needs.

Volunteers will be informed of and agree to abide by the library's policies and rules. Each volunteer will be supervised and supported by a staff member who will provide the volunteer with a job description, appropriate training and supervision, and regular feedback.

The library will demonstrate its appreciation for the time, talent, and effort contributed by volunteers by providing appropriate recognition. Records will be maintained of volunteer time, contact information and activities, and will provide the documentation needed to verify community service.

No one who is a convicted Sex offender and on the Sex Offender list will be allowed to volunteer at the library under any circumstances.

### **DRESS**

Any time that a person is at the library in a volunteer capacity appropriate clothing like in the examples given below may be worn. A general guideline about clothes: If it cannot be worn to school, it cannot be worn here.

- Khakis
- Jeans (in good repair)
- Polo shirts
- Unprinted t-shirts
- Comfortable shoes
- Athletic shorts

### **ATTITUDE**

Volunteering is an important job because it is representing the Library, so smile! A volunteer will be helping the staff and the public so be prepared to be pleasant, friendly and helpful! A volunteer is a valuable resource for the library.

### **RESPONSIBILITIES**

Volunteers also have specific responsibilities. These include:

- \* To be open and honest regarding intent, goals and skills.
- \* To accept only realistic assignments and have a clear understanding of the job.
- \* To carry out duties promptly and reliably.
- \* To cooperate with the staff and accept the guidance and direction of the Library staff.
- \* To understand the function of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of volunteer responsibility.

- \* To respect confidentiality.
- \* To be punctual, and notify your library of absences as much in advance as possible.
- \* To notify the library if you change or decide to end your volunteer time with library.

**The using of volunteers is left to the discretion of the library director and assistant director.**