



Glenwood Public Library Policy

Volunteer Policy

2018.02.07

February 7, 2018

Approved By Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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PURPOSE:

The Glenwood Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the institution. The following policy is designed to promote a maximum degree of excellence.

SCOPE:

This policy applies to all volunteers that are involved with the Glenwood Public Library. Since the Glenwood Public Library is a department of the City of Glenwood all city policies must be followed by volunteers at the Glenwood Public Library.

DEFINITIONS:

1. Volunteer - One who performs a service of his or her own free will; who contributes time, energy and talents directly or on behalf of the Glenwood Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performance of assigned tasks.

POLICY:

1. In order to achieve the vision and mission statement of the Glenwood Public Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the Library. After fulfilling Library procedures, the Library accepts and encourages the involvement of volunteers at most levels of the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation and the right to recognition of good work.
2. Benefits of Being a Volunteer
 - a. Feeling good about yourself
 - b. A feeling of accomplishment
 - c. Being of service to your community
 - d. Recognition by staff, community, friends, etc.
 - e. References provided
 - f. Awards
 - g. Meeting new people and making new friends
 - h. Getting to know the library procedures, policies, the effort it takes to run and maintain a library
 - i. Job training for future jobs
3. Types of Volunteers
 - a. Adult
 - b. Teen
 - c. Junior
 - d. Community Service workers
 - e. Friends of the Library

- f. Glenwood Library Foundation
- g. Library Board
- h. Special Projects

4. Guidelines for Volunteer

- a. All volunteers are registered by completing an application form
 - i. The application is found in Appendix I
- b. The minimum age requirement for a volunteer is 9
- c. Written parental permission will be needed for any of the junior volunteers (4th to 6th grade)
- d. Each volunteer is requested to wear a volunteer badge
- e. Special accommodations will be made upon request
- f. A background check may be made on each adult volunteer
- g. Volunteers will make note of time donated on a Volunteer slip
- h. Volunteers may be used to increase the Library's services
- i. Volunteers may not be used to establish and maintain new library services
- j. Volunteers will not be used to replace or reduce the number of paid staff
- k. Volunteers will not be expected to do anything staff would not do
- l. Volunteers should expect to fulfill a commitment agreed upon with the Library
- m. Volunteers are recognized as contributors to the goals and services of the Library
- n. Volunteers are responsible for maintaining the confidentiality of ALL library information
- o. Failure to maintain confidentiality will result in immediate termination of the volunteer
- p. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate
- q. Procedures and requirements for the volunteer will vary with age of volunteer
- r. Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director or designee.
- s. The Glenwood Public Library reserves the right to terminate the services of the volunteer.
- t. All personal information about the volunteer is for internal use only, and will be treated confidentially
- u. Discriminatory or racist incidents will not be tolerated
- v. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal drugs and alcohol

5. Tasks That May Be Performed By a Volunteer

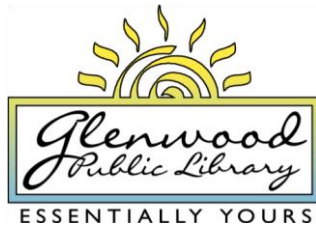
- a. Shelf reading
- b. Shelving material
- c. Helping with programs and projects
- d. Helping with the Summer Reading Program
- e. Light cleaning assignments
- f. Answering the telephone
- g. Basic reference work

- h. Filing
- i. Special events
- j. Helping with material selection
- k. Clipping and sorting coupons for the coupon exchange.
- l. Other tasks as assigned
- m. Most task assignments will depend on the interest and age of the volunteer.
- n. Junior volunteer assignments are handled on a volunteer by volunteer basis.

6. Types of Warnings

- a. Verbal
- b. Written
- c. Dismissal

Appendix I



APPLICATION FOR VOLUNTEER SERVICE

Date: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Write down the time of day you are available on the following days. If not available, leave blank:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

How often can you volunteer? (*Circle One*)

Daily Weekly Biweekly Monthly As Needed

Volunteer assignments interested in learning: (*Circle all that apply*)

Shelving Shelf Reading Computers Sorting/Clipping Coupons

Working with Children Story Times Arts & Craft Show

Working with Young Adults Summer Reading Program Other _____

Please list prior volunteer experience: _____

Emergency Contact:

Name: _____ Phone: _____

Relation: _____

Volunteer Policy has been read and agreed upon.

Volunteer's Signature: _____