

RUTH CULVER COMMUNITY LIBRARY
LIBRARY POLICY

VOLUNTEER POLICY

I. Purpose and Intent

- (A) Volunteers bring the library enthusiasm, energy, added talents, and often a fresh perspective. They enhance, rather than replace, adequate staffing. They are not intended to provide basic service. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with community members, groups and organizations. Volunteers can be liaisons to the community and by their contributions are advocates for quality library service. The library and its volunteers must work together for mutual satisfaction.
- (B) The policy provides the framework for volunteer recruitment, assignment and appreciation.

II. Program Guidelines

- (A) All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. The talents, experience and interests of the volunteer will be considered when determining appropriate tasks. The library's needs and each volunteer's capabilities and wishes will be taken into account when assigning volunteer tasks
- (B) Volunteers will work under the supervision of Library staff.
- (C) Volunteers are not compensated for time spent or expenses incurred, except by special arrangement with the Library Director which must be made in advance.
- (D) Volunteers are bound by the rules contained in all library policies and are expected to follow the same work and behavior guidelines as employees.
- (E) All volunteers shall complete a volunteer application form before beginning their volunteer service; exceptions may be made at the discretion of the library director for individuals completing service as part of an organized school or community group activity. This is used to assure that volunteers are involved in activities appropriate to their skills, experience, and interests. Minor children may only work as volunteers with the consent of a parent or legal guardian. All volunteers must be approved by the Library Director, Assistant Director or the Children's Librarian before beginning service. Volunteers completing court ordered community service and those with a criminal background may be accepted at the discretion of the Library Director.
- (F) Volunteers may or may not be members of the Friends of the Ruth Culver Community Library, Inc.
- (G) The Village of Prairie du Sac does not provide insurance coverage for volunteers.
- (H) Due to the time and resources involved in training and supervising volunteers, the Library may decide to decline, discontinue or change a volunteer's service assignment at any time in order to best benefit the library.

Approved by Library Board

Date: 10/14/1998

Reviewed by Library Board

Date:

Amended/Modified by Library Board

Date: 7/202006, 4/13/2017