

North Liberty Community Library Volunteer Policy

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

Definition of a Volunteer

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

Overall Policy on Utilization of Volunteers

In order to achieve the vision and mission statement of the North Liberty Community 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.

Guidelines for Volunteers

1. Each volunteer is required to wear a volunteer badge.
2. Volunteers will receive regular training from staff.
3. Special accommodations will be made upon request.
4. A background check will be made on each adult volunteer.
5. Volunteers will make note of time donated in the Volunteer Notebook.
6. 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 Volunteer Coordinator.
7. The North Liberty Community Library reserves the right to terminate the services of the volunteer if merited.
8. Volunteers may be used to increase the Library's services.
9. Volunteers may not be used to establish and maintain new library services.
10. Volunteers will not be used to replace or reduce the number of paid staff.
11. Volunteers will be covered with respect to insurance in relation to their duties.
12. Volunteers should expect to fulfill a commitment agreed upon with the Library.
13. Volunteers are recognized as contributors to the goals and services of the Library.

14. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
15. The Library staff will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
16. Volunteers may start service in 5th grade.
17. All volunteers are registered by completing an application form.
18. Procedures and requirements for the volunteer will vary with age of volunteer.
19. All personal information about the volunteer is for internal use only.
20. Written parental permission is required for all junior volunteers (5th and 6th grade).
21. Volunteers will not be expected to do anything staff would not do.
22. Discriminatory or racist incidents will not be tolerated
23. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.

Tasks That May Be Performed By a Volunteer

1. Shelf Reading (mandatory)
2. Shelving material (mandatory)
3. Helping with programs and projects
4. Being a group leader with the Summer Reading Program
5. Light cleaning assignments
5. Answering the telephone
6. Basic reference work
7. Working the circulation desk
8. Cataloging
9. Filing
10. Special events
11. Helping with material selection

Most task assignments will depend on the interest and age of the volunteer. Junior volunteer assignments are handled on a volunteer by volunteer basis.

Types of Warnings

1. Verbal
2. Written
3. Dismissal

Types of Volunteers

1. Adult
2. Teen (TAG—Teen Advocate Group)
3. Junior (junior volunteers)
4. Community Service workers
5. Friends of the Library
6. Library Board
7. Special Projects

Benefits of Being a Volunteer

1. Feeling good about yourself
2. A feeling of accomplishment
3. Being of service to your community
4. Great parties
5. Good food
6. Recognition by staff, community, friends, etc.
7. Special “perks” offered by the library
8. Chances at Continuing Education Opportunities
9. References provided
10. Awards
11. Meeting new people and making new friends
12. Getting to know the library procedures, policies, the effort it takes to run and maintain a library
13. Job training for future jobs

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