

Volunteer Policy

Policy Creation: 9/2020

Policy Reviewed:

Policy Purpose

The West Liberty Public Library will utilize volunteers in order to enhance library services, programming and resources as well as create a strong link with the community by developing a group of citizens who become knowledgeable about the Library's services and needs.

Types of Volunteers

- Adult: Individuals who are 18 years of age or older.
- Youth: Individuals between 12 and 17 years of age.
- Ad Hoc: Individuals or groups who volunteer for a single event or short term basis without the intention or consideration of long term placement.
- Community Service Program: Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or the Library.

Application Process

Volunteers must complete and submit an application. Applicants under the age of 15 are required to have a parent or guardian sign the application. Volunteers will also complete an interview with the Public Relations Librarian/Library Specialist.

Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity they are participating in.

Supervision

Recruitment for volunteer positions, applicant screening, coordination of applications and placement will be the responsibility of the Public Relations Librarian/Library Specialist. Supervision, training, and evaluation will be the responsibility of the department where the volunteer works.

Documentation

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure, if required; and progress notations. Additionally the Public Relations Librarian/Library Specialist will maintain records of each volunteer's hours of service and job performance.

Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The Library reserves the right to dismiss a volunteer at any time.