**Volunteer Policy**

**Statement of Purpose**

The Williamsburg Public Library shall use the services of volunteers to supplement the efforts of the paid library staff in providing quality public service. Through its volunteer services program, the library seeks to develop a group of citizens who can assist the library in interpreting its needs to the community. Volunteers also keep the library in touch with the community it serves. **Volunteer workers do not substitute for paid staff but assist with programs or projects that supplement or complement staff duties.**

**Definition of a Volunteer**

A volunteer shall be considered as an individual, 12 years of age or older, who contributes time, energy and talents directly or on behalf of the Williamsburg Public Library and is not paid by library funds. Signed parental permission is required for all persons under 18 years of age. All volunteers must be accepted by the Director before the performance of assigned tasks.

**How to Become a Volunteer**

* All volunteers are required to fill out a **Volunteer Application Form** and are required to speak to the Director before volunteering.
* Volunteers are selected based on their qualifications to the needs of the library at any given time.
* Volunteers under the age of 18 must have the application signed by a parent or legal guardian before beginning their volunteer service.
* **Volunteers will be asked to give permission for the Williamsburg Public Library to conduct a background check.**

**Supervision**

Volunteers at the Williamsburg Public Library are considered to be under staff supervision. Supervision will be provided by all library staff on duty. All staff will be responsible for training and direct oversight of a volunteer’s performance.

**Volunteer Opportunities**

Tasks that may be performed by volunteers are listed below; however, not all opportunities are available at all times. Other tasks may be assigned at the discretion of the library staff in the volunteer’s specific talents or qualifications.

* Shelve books and other materials
* Dust books and straighten shelves
* Help with programs and special projects
* Process new materials
* Clerical tasks
* Light cleaning
* Storytime craft preparation

**Guidelines for volunteers**

* **Volunteers will be familiar with and agree to abide by the library’s confidentiality of library records policy, as well as other library rules and policies.**
* Volunteers work hours at the library when needed.
* The number of volunteers accepted is based on the amount of work available.
* Volunteers should notify a library staff member as soon as possible if they know they will be late or absent.
* Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer’s dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. Each volunteer will wear a name tag provided by the library. If a volunteer is dressed inappropriately, they may be asked to leave.
* Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member.
* Volunteers agree that the library may make changes at any time like their volunteer duties.
* Library equipment, such as computers and printers, are for library use only and may not be used for personal business.
* Volunteers should notify the director of any job duty that causes physical discomfort or could lead to personal injury. All injuries, whether minor or serious, must be reported directly to the Director immediately.
* **Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state, or federal law while working at the library are subject to dismissal.**
* Volunteers should notify the Director of their decision to end the volunteer commitment and the effective date.

**Dismissal of Library Volunteers**

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

**Volunteer Application: Williamsburg Public Library**

PO BOX 49, 300 W. State Street, Williamsburg, IA 52361

|  |  |
| --- | --- |
| Last Name First  Middle | Date |
| Address City State  ZIP Code | Contact number Home Cell |
| Date of Birth | Email Address (if applicable) |
| Why are you interested in volunteering?  School credit Personal desire to volunteer Other  Mandated community service – 3 hours required?\_\_\_ by (date):\_\_\_\_\_ | Have you volunteered for the library before?  No Yes  If yes, when? \_\_\_\_\_\_\_\_\_\_ |
| Availability:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Day | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | | From | **X** |  |  |  |  |  |  | | To | **X** |  |  |  |  |  |  | | Library hours:  Monday: 10-7  Tuesday: 10-5  Wednesday: 10-7  Thursday: 10-5  Friday: 10-6  Saturday: 10-1  Sunday: Closed |

**Emergency Contact Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I give permission for the Williamsburg Public Library to conduct a background check:**

**\_\_\_\_\_ yes \_\_\_\_\_\_\_ no**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature (if under 18)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_