



ALGANSEE • BRONSON • COLDWATER • QUINCY • SHERWOOD • UNION TWP.

## **VOLUNTEER POLICY**

Adopted: November 21, 2016

Last Revised: n/a

### **Volunteers Defined**

Volunteers are people age 15 or older who provide special, unusual, or supplemental services to the library without wages or benefits. Volunteers do not take the place of paid staff and will not be allowed to work at the circulation desk or have access to confidential patron records. Only library employees are allowed to work at the circulation desk and have access to confidential patron records.

### **How to Become a Volunteer**

Volunteers must complete and sign an application form and waiver and submit it to the Branch Manager or Volunteer Coordinator at the branch where they want to volunteer. Volunteers under 18 years of age must also have their application signed by a parent or guardian. Volunteers may be accepted if there is a suitable job match after skills, interest, location, schedule, and needs of the branch are considered.

### **Volunteer Hours of Work and Supervision**

- A Branch Manager or Volunteer Coordinator from each branch will train and supervise the volunteers assigned to their branch.



**BDL ADMINISTRATIVE OFFICES**

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- Volunteers are expected to commit to at least two hours a week. Dates and hours will be scheduled jointly by the Branch Manager or the Volunteer Coordinator and the volunteer. Each volunteer must record their hours on the volunteer log.
- Volunteers must notify their Branch Manager or Volunteer Coordinator in advance if they are unable to fulfill their assigned hours.

## **Volunteer Code of Conduct**

Volunteers are representatives of the Branch District Library (BDL). As such, they are expected to wear their BDL name tags at all times when on duty. They must wear appropriate clothing for public library and must present a neat and clean appearance. The Branch Manager or Volunteer Coordinator will tell you in advance what is appropriate attire for the library. Volunteers are also responsible for abiding by the same work and behavior codes as employees.

The following activities by volunteers are prohibited. Violations may result in immediate termination of the volunteer's work with the BDL.

- Stealing, abusing, misusing, removing or deliberately destroying library property.
- Distributing, dispensing, possessing, or using a controlled substance while on duty.
- Engaging in any form of sexual or other harassment in a BDL facility or other assigned work location, or engaging in such behavior toward another BDL employee, volunteer or patron.
- Misusing BDL communication equipment and systems including, but not limited to, computers, telephones, printers and fax machines.
- Using tobacco products within, or on the grounds of, a BDL facility when on a BDL work assignment.
- Wearing improper attire or having an inappropriate personal appearance.
- Engaging in, or threatening, acts of workplace violence.
- Solicitation of staff and library patrons is not permitted on the premises of the Branch District Library facilities by agencies or for -profit, non-profit, or charitable causes.

## **Possible Volunteer Duties**

Under direction of the Branch Manager or Volunteer Coordinator, the following list includes, but is not limited to, a broad range of tasks suitable for volunteers. Not all tasks are available at all locations.

### **Collection Maintenance**

- Sort carts in preparation for shelving.
- Check shelves for accuracy and straighten as needed.
- Shift books.
- Shelve when there is a backlog or shelving emergency.

### **Clerical**

- Remove barcodes from books and stamp "discard."
- Clean materials.
- Cut out craft materials to prepare for programs.
- Clip newspaper articles.
- Prepare new patron packets.
- Stamping envelopes.
- Check email for genealogy requests.

### **Interaction with the Public**

- Assist with crafts at story-time.
- Assist with genealogical research.
- Assist with book discussion.
- Assist the public with computer questions.

### **Displays**

- Assist with preparation of book displays and display case.

- Assist with bulletin board displays.

## **Book Sales**

- Sorting donations for condition and category.
- Restocking ongoing book sale shelves.

### VOLUNTEER APPLICATION

Date: \_\_\_\_\_ Library Branch: \_\_\_\_\_

Name (Last, First, Middle Initial) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Other): \_\_\_\_\_

Email address: \_\_\_\_\_

Are you age 15 or older?: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Other): \_\_\_\_\_

Why do you want to be a library volunteer? \_\_\_\_\_

\_\_\_\_\_

If you have any previous or current volunteer work, please describe it: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need any accommodations in order to perform any of the tasks listed? \_\_\_\_\_

\_\_\_\_\_

How long do you want to be a BDL volunteer?

\_\_\_\_\_ Under 1 month    \_\_\_\_\_ 1-6 months    \_\_\_\_\_ More than 6 months

Do you wish to volunteer a regular number of hours per week? \_\_\_Yes    \_\_\_\_\_No

Approximately how many hours per week would you like to volunteer? \_\_\_\_\_

Please indicate day and time preferences: \_\_\_\_\_

**WAIVER**

I understand that I am applying to be a Volunteer of the Branch District Library, not an employee, and I expressly waive any right I may have at this time or hereafter to claim that I was in fact, an employee of the Library for any purpose whatsoever. I understand the difference in being an employee and being a Volunteer.

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or Guardian (if age 15, 16, or 17): \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian contact number: \_\_\_\_\_

Applications will be kept on file for six months.

**Staff Use Only**

Date volunteer started: \_\_\_\_\_

Branch location: \_\_\_\_\_

Exit date: \_\_\_\_\_

**VOLUNTEER LOG**

DATE	NAME	TIME IN	TIME OUT	COMMENTS