

# **Dunlap Public Library District**

## **Volunteer Policy**

Adopted 23 May 2016

Updated 24 October 2022

### **A. Introduction**

Volunteers perform a wide variety of tasks that are important to the library's success. This generally includes providing support services to staff and/or working on special projects and programming. They enhance rather than replace regular library staffing and the Library will do its utmost to ensure that the volunteer experience is meaningful, engaging, and enjoyable.

### **B. Selection of Volunteers**

A volunteer application and orientation must be completed before anyone can serve as a volunteer at the Dunlap Public Library District. After filling out an application, prospective volunteers will go through orientation with the Director or his/her designee. Volunteer applicants are held to the same standards as regular job applicants, and will be selected based upon their qualifications and the needs of the Library at any given time. While the Library appreciates every person who wishes to volunteer at the library, opportunities for voluntary work are limited. The minimum age requirement for Library volunteers is 12. Volunteers under the age of 16 must have signed written permission from parent or guardian.

### **C. Definition of Volunteers**

Volunteers operate under all existing policies of the Library. Dunlap Public Library District does not compensate volunteers for time spent or expenses incurred. A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. In the event that a volunteer is unable to adequately perform the assigned duties, and no other appropriate projects are available, the volunteer may be released from service.

### **D. Roles and Responsibilities**

The Library Volunteer agrees to:

1. Attend on-the-job training and follow library rules and procedures.
2. Provide advance notice to the library if and when unable to work.
3. Provide advance notice if the volunteer work is to be terminated or interrupted.
4. Protect confidential information and exercise good judgment when acting on the library's behalf.
5. Accept supervision with a willingness to learn and a willingness to ask about things not understood.

Dunlap Public Library District agrees to:

1. Provide necessary orientation, training, and supervision for the volunteer position, including providing a tour of the library, introduction to library staff, and a copy of the Volunteer Policy.
2. Change the volunteer assignment or add new duties only through mutual agreement between the volunteer and his/her supervisor.
3. Keep records of length of service and provide the volunteer with a letter of reference if requested.

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

Volunteer Name: \_\_\_\_\_

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

Parent/Guardian Signature (Under 16): \_\_\_\_\_

Accepted By: \_\_\_\_\_