

Rice Lake Public Library Volunteer Policy

The Rice Lake Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important 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 Rice Lake Public 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 Use of Volunteers

In order to achieve the vision and mission statement of the Rice Lake Public 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 expected to wear a volunteer badge or nametag.
2. Junior volunteers will attend scheduled orientations.
3. Adult volunteers will be required to attend an orientation and training meeting before beginning their new duties.
4. Special accommodations will be made upon request.
5. A background check will be made on each adult volunteer.
6. Volunteers will make note of time donated in the Volunteer Notebook.
7. 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.
8. The Rice Lake Public Library reserves the right to terminate the services of the volunteer.
9. Volunteers may be used to increase or improve the Library's services.
10. Volunteers will not be used to replace or reduce the number of paid staff.
14. Volunteers are recognized as contributors to the goals and services of the Library.
15. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.

16. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
17. The minimum age requirement for a volunteer is 9.
18. All volunteers are registered by completing an application form.
19. Procedures and requirements for the volunteer will vary with age of volunteer.
20. All personal information about the volunteer is for internal use only.
21. Written parental permission will be needed for any of the junior volunteers.
22. Volunteers will not be expected to do anything staff would not do.
23. Discriminatory incidents will not be tolerated.
24. 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 under supervision
3. Helping with programs and projects
4. Light cleaning assignments
5. Basic research under the supervision of reference staff
6. Processing of library materials (new or discarded)
7. Assistance with Marketing and promotion of library events and activities
8. Filing
9. Program prep
10. Special events
11. Helping with material selection
12. Other tasks as assigned

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 Volunteers

1. Adult
2. Teen (TAG—Teen Advocate Group)
3. Junior (junior volunteers)
4. Community Service workers
5. Light duty workers (Manpower)
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

Disciplinary Action

1. Verbal Warning
2. Written Warning
3. Dismissal

I have read and understand the Rice Lake Public Library Volunteer Policy.

Signature: _____ Date: _____