

VOLUNTEER PROGRAM POLICY

Volunteers for the library are very essential for maintaining strong and functional programs and fund raisers. A library can never have too many volunteers. It is important that a volunteer coordinator be able to interact on a periodic basis with the library director, who would also be the coordinator's direct report. The volunteer coordinator would help the library director and the board of trustees to search for volunteers within the city and rural areas who would like to expend their time of choice in aiding the library. All volunteers would complete a short application and, if dealing with children, a required city back ground check. This would also apply to the volunteer coordinator. A short position description describing the duty(s) to be assigned to them would be generated.

Volunteers can be of any race, color, creed, gender, or ethnicity. They may be of any age as ascertained by the coordinator for the specific job duties required for a particular need. Sample volunteer duties may include, but not limited to, the following;

1. Processing new books to make them shelf ready;
2. Preparing special materials to make them shelf ready;
3. Preparing and sorting donated books and other materials for distribution or sale;
4. Custodial duties and light maintenance;
5. Assisting the library director with children's programs from pre-school through grade 12;
6. Assisting the library director with adult and senior programs;
7. Assisting the library director with book sales and fundraisers; including accounting for money collected;
8. Assisting the library director with office assistant duties;
9. Circulation desk duties.

Volunteers may be dismissed at the discretion of the library director for any reason.

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