

## **Chapter 28 Volunteers and Community Service Policy**

### **Volunteer Policy**

The Waupaca Area Public Library encourages individuals and groups to volunteer their time and efforts in service to the library. Volunteers do not replace paid staff and are not considered employees of the library; however, volunteers can provide important support services to paid staff and/or work on special projects. Participants in the library's volunteer program learn more about the library and its place in the community and observe firsthand how the library serves community needs.

Volunteers must be at least 10 years old and those under the age of 16 must have a parents, or guardians signature. Prior to being assigned to a department volunteer position, all applicants must fill out an application form and meet with the department supervisor. Volunteers will be subject to a background check.

The number and type of volunteers accepted are based on the amount of work and supervisory time available. If there are no open positions available, applicants may request that they be placed on the waiting list. Volunteer application forms are kept on file for one year subject to review should a suitable volunteer position become available.

Library volunteers are to be given meaningful job assignments. Due to the extreme amount of training required and to issues of accountability, volunteers generally do not staff public service areas, nor do they work with confidential patron data.

The library staff would prefer that volunteers call in if they are not able to work their scheduled time. In the event that a volunteer is not able to adequately perform the duties assigned to him/her, the supervisor will make every effort to reassign the volunteer.

Recognition is an important component of the library volunteer program. The library staff and library board shall find ways of recognizing volunteers throughout the year.

### **Community Service Policy**

The Library accepts Community Service workers, court mandated or affiliated with school or another organization at the discretion of the Assistant Director. Workers will be asked to agree to a code of conduct and a schedule. Community Service will be terminated if the Code of Conduct is breached.

Workers may be asked to clean, weed flower beds, assist with special projects, shelves books or videos, stamp routing slips or any other tasks as assigned.

The library requires parental signature if the worker is under the age of 16.

#### Code of Conduct

The worker agrees to be on time and to call the supervisor if they will be absent due to illness or lack of transportation.

The worker will conduct themselves in a manner appropriate to the work environment.

The worker will wear clothing appropriate for the work assignment. This will be discussed with the supervisor prior to the assignment.

The worker will refrain from socializing when working.

The worker will not use electronic devices (i.e. Headphones, cell phones) while working.

Revised by the Waupaca Area Public Library Board of Trustees July 2007

# Waupaca Area Public Library Volunteer Application

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

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

Telephone: \_\_\_\_\_

I have had previous library experience Yes No

Are you currently employed? Yes No

Previous work experience and special skills \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you prefer a regular commitment (e.g. once a week for 3 hours) or a short term project? \_\_\_\_\_

How many hours can you volunteer each week? \_\_\_\_\_

When are you available to volunteer? List day(s) and time(s) most convenient for you:  
\_\_\_\_\_  
\_\_\_\_\_

You will be notified after you return this form to come in and set up your work schedule.  
**PLEASE RETURN THIS TO THE CIRCULATION DESK. THANK YOU.**

## Code of Conduct:

The worker agrees to be on time and to call the supervisor if they will be absent due to illness or lack of transportation. (715) 258-4414

The worker will conduct themselves in a manner appropriate to the work environment.

The worker will wear clothing appropriate for the work assignment. This will be discussed with the supervisor prior to the assignment.

The worker will refrain from socializing when working.

The worker will not use electronic devices (i.e. Headphones, cell phones) while working.

I agree to the following:

1. The Waupaca Area Public Library's volunteer code of conduct.
2. I give the Waupaca Area Public Library permission to run a background check.
3. I'm over the age of 10. (If under age 18, I have my parent's permission)
4. Verify that the above information is true and correct.

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

Parent signature if volunteer is a minor:

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