

Volunteers and Community Service

Volunteers

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 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 14 years old and those under the age of 16 must have a parent or guardian's signature. The Head of Adult Services, with support from the Director and other Department Heads, handles applications and works to match interested potential volunteers with opportunities. Volunteer training and work will be supervised by the Department Head (or designee) responsible for managing the relevant workflow. Prior to being assigned to a volunteer opportunity all applicants must fill out an application form and will be subject to a background check. Individual interest is taken into consideration when matching volunteers with opportunities, but the final decision on if or where someone volunteers at the Library is based on overall need and efficiency and made by Library staff. Volunteers do not staff public service areas, nor do they work with confidential patron data.

The number and type of volunteers accepted is 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 a waiting list. Volunteer application forms are kept on file for one year subject to review should a suitable volunteer position become available.

The Library asks 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 them, the supervisor will attempt to reassign the volunteer. If no such reassignment is possible, appropriate and timely notice is to be given to the volunteer.

Community Service

The Library accepts Community Service workers, court mandated or affiliated with school or another organization at the discretion of the Head of Adult Services. 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.

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.

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