

# VOLUNTEER POLICY

Marion Public Library

While a strong volunteer network is essential for helping to expand and enhance library services, because of the technical and time-sensitive nature of our volunteer positions, we generally require volunteers who are able to commit to regular shifts over time. Though the library will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability, we cannot ever assure that volunteer work will be available for everyone who wants it.

Community service volunteers are not able to fulfill their required hours at the library.

## Applying to be a Volunteer

Volunteers

- apply in person at the library.
- receive a copy of the library's Volunteer Handbook and an informal library orientation upon beginning their volunteer duties.
- are expected to commit to a regular schedule and to be dependable and punctual; the library relies upon volunteers to do their assigned tasks. If unable to fulfill their obligations, volunteers should contact the Volunteer Coordinator as soon as possible.
- must be at least 16 years old.

## Job Expectations

Volunteers

- are to be treated as co-workers, with respect and fairness.
- are to be provided with meaningful assignments and receive effective supervision and guidance.
- will be assigned work duties based on library needs.
- agree to perform their assigned duties to the best of their abilities.
- agree to support the mission of the library.
- represent the library and are thus expected to act professionally when dealing with patrons and patron issues and to abide by library policies (including notably our Confidentiality of Library Records and Behavior policies).
- are expected to provide assistance to patrons if asked and able; if unable, volunteers should find an appropriate staff person or direct the patron to the Information Desk.
- are required to sign in and out each time they report to work. The library keeps records of volunteer hours, in recognition of community support for the library.

Adopted by the Board of Trustees (10/10/11)

Revised 10/8/12  
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