

VILLAGE OF EDGERTON PUBLIC LIBRARY VOLUNTEER POLICY

The Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Library throughout the year.

A volunteer is a person who performs tasks for the Library without receipt or expectation of wages, benefits or compensation of any kind. All work performed by volunteers is at the risk of the volunteer.

Policy:

Volunteers are recognized as contributors to the accomplishment of goals and objectives of the Edgerton Public Library and agree to actively perform their duties to the best of their abilities.

The Edgerton Public Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers agree that the Library may at any time, for whatever reason, decide to suspend the volunteer's relationship with the library.

The volunteer may at any time, for whatever reason, decide to suspend their relationship with the Library. Notice of such a decision should be communicated to the Library Manager as soon as possible.

Volunteers do not replace paid staff. Volunteers shall not be considered as employees of the Library. Volunteers shall not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification. A timesheet will be completed for each volunteer for the purpose of tracking volunteer hours for administrative purposes.

Volunteers must arrive when scheduled or call the Library if they will be absent. Volunteers must follow all library policies and procedures including those relating to the confidentiality of library records. Failure to maintain confidentiality may result in corrective action or immediate termination of volunteer duties.

Each volunteer shall have a specific paid staff member to whom they report and with whom to discuss problems. Volunteers can work only during hours when adequate supervision is available.

Volunteers may not be appointed if a member of their immediate family is already a paid staff member or a Library Board Trustee. At the discretion of the Library Manager, this may be overlooked in light of the task to be performed, the duration and the desired outcome.

In the event of an opening for a paid position within the Library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other external applicants.

All volunteers are required to complete an application form and provide two personal references. Application forms will be kept on file for a period of two years.

The Library Manager will conduct an informal interview, check references and recommend action. As appropriate for the protection of patrons, volunteers in certain assignments may be asked to submit a current (within 6 months) criminal record/vulnerable sector check. These checks are critical for volunteer positions that involve work or contact with youth, elderly, or other vulnerable groups. Volunteers who do not agree to backgrounds check may be refused a volunteer assignment.

If the applicant is a minor, his or her parent or legal guardian must sign the application as well. The Library has the right to decline anyone as a volunteer without cause or statement of reason.

All volunteer assignments shall include a description of the purpose/duties/expectations of the position, a timeframe for the performance of the assignment, and provision of appropriate orientation and training to their tasks.

All volunteer positions shall have a set term of duration of up to 1 year with an option for renewal at the discretion of both the Library Manager and the volunteer.

The Edgerton Public Library will not accept volunteer work to meet disciplinary requirements.

Volunteers are to receive a copy of the Volunteer Policy upon commencement of their assignment.

As representatives of the Library, volunteers are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.