

Village of Kewaskum Public Library
Volunteer Policy

Kewaskum Public Library volunteers support our mission statement by supplementing the efforts of paid library staff to provide quality library collections, services, and programs.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. Kewaskum Public Library will use volunteers to supplement and not replace the work done by library staff.

Purpose

The purpose of the volunteer policy at Kewaskum Public Library is to define the roles and responsibilities for volunteers.

The definition of a volunteer is someone who agrees to undertake, without wages, benefits, or compensation of any kind, including worker's compensation, a given task or set of tasks that supports the library or a library sponsored activity.

Guidelines for Volunteers

- Volunteers are required to fill out an application form which will be reviewed by the Library Director. Prospective volunteers may be required to be interviewed by the Library Director.
- Volunteers may begin serving at the library pending satisfactory results of a background check. Background checks are valid for one year.
- Volunteers must be 13 years of age or older. Volunteers under the age of 18 must have their application form signed by a parent/guardian.
- Tasks will be assigned to volunteers based on library needs and the volunteer's ability to commit to a consistent schedule of volunteer hours. The volunteer's interests will be taken into consideration but cannot be guaranteed.
- Volunteers will direct all questions or concerns raised by patrons relating to the library's collection, services, policies, and procedures to a staff member.
- Library owned equipment and supplies are for library use only and may not be used for personal business.
- Volunteers shall be on time for their assigned shift or should notify the library by phone if they are unable to work their assigned shift.
- Volunteers may be terminated for any of the same reasons as a paid staff member.
- Volunteers must read Kewaskum Public Library's Code of Conduct before beginning a job assignment and sign the Code of Conduct statement.
- To end a volunteer commitment, please notify the Volunteer Coordinator or designated staff member of the decision and the effective date.

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Library Responsibilities

- Provide volunteers with specific training in their assigned duties.
- Provide training on library policies.
- Provide supervision and training by a member of the library staff who will answer questions and provide feedback regarding duties.
- Provide a safe work environment and take reasonable care to ensure the safety of volunteers. However, the library is not responsible for injuries incurred while volunteering.

Code of Conduct Statement:

I understand that in my capacity as a Kewaskum Public Library volunteer, I agree to a code of conduct similar to that which governs the professionals and other staff with whom I work.

I will keep confidential matters confidential.

I interpret volunteer to mean that I have agreed to work without compensation, but I expect to do my work according to the standards of a paid staff member.

I promise to bring to my volunteer work a willingness to be trained, and my interest and attention.

Volunteer Name (Please Print) _____

Volunteer Signature _____ Date _____

Parent/Guardian Name if a minor (Please Print) _____

Parent/Guardian Signature _____ Date _____

Library Director Signature _____ Date _____

As an Equal Opportunity Employer, Kewaskum Public Library intends to comply fully with all Federal and State laws that prohibit bias in regard to race, color, religion, national origin, sexual orientation, age, sex or disability. The information requested on this application will not be used for any purposes prohibited by law.