

## **VOLUNTEER POLICIES**

### I. Overall Policy on Utilization of Volunteers

This library is best served by the active participation of members of the community. To this end, the library accepts and encourages the involvement of volunteers at all levels and within all appropriate programs and activities. Library staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

### II. Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The library reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

### III. Role of the Coordinator of Volunteers

The productive utilization of volunteers requires a planned and organized effort. The function of the Coordinator of Volunteers is to provide a central coordinating point for effective volunteer management within the library, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Coordinator of Volunteers shall also bear responsibility for maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering. The Coordinator of Volunteers shall bear primary responsibility for planning for effective volunteer utilization, for assisting staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to the library.

### IV. Definition of 'Volunteer'

A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the library. A 'volunteer' must be officially accepted and enrolled by the library prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the library.

### V. Service at the Discretion of the Library

The library accepts the service of all 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 terminate the volunteer's relationship with the library.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

## VI. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to this library, its staff, and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the library.

## VII. Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the library, and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.