

## Volunteer Policy

### **Mission Statement**

The mission of the Stillwater Public Library volunteer program is to give surrounding community members fulfilling opportunities to use their skills to enhance the life long learning of community residents; to assist the library staff in providing services and service enhancements that otherwise could not be achieved; and to further the relationship between the public library and the community it serves.

### **Goals**

The goals of the Stillwater Public Library volunteer program include:

1. Recognizing and stimulating volunteers, so that long-term commitments are maintained.
2. Enhancing library services without relying on volunteers to supplant necessary paid positions.
3. Giving community volunteers opportunities to use their experience and expertise to communicate and to help implement community needs.

### **Volunteer Provisions**

Volunteers are the library's best opportunity to provide enhanced services that otherwise could not be provided. Therefore, volunteers should expect and shall receive regular recognition for their services. In addition, volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library.

Potential volunteers will complete a volunteer application and will visit with the volunteer coordinator prior to beginning services. Acceptance of an application is at the volunteer coordinator's discretion. Volunteers also shall complete a library orientation, confidentiality and computer usage agreements, and a safety review prior to beginning services.

The completion of the volunteer application and the Library's acceptance of volunteer services does not create an employment contract between the volunteer and the library. The association between the volunteer and the library may be terminated by either party at any time and for any lawful reason. If a paid library position opens, volunteer applicants shall be evaluated on the same criteria as other applicants.

Volunteers under age eighteen must have an approval form signed by a parent or legal guardian.

The library is unable to provide liability insurance for volunteers, and volunteers are not eligible for workman's compensation or other legal protections or benefits given to paid employees.

### **Volunteer Coordinator and Departmental Relations**

The volunteer coordinator is the liaison between volunteers and the library departments. A youth volunteer coordinator serving volunteers under eighteen shall work in conjunction with the coordinator. The volunteer coordinator shall report to the library director in interdepartmental issues dealing with the volunteer program. The summer children's program volunteering and the court appointed work shall be executed under separate programs.

The volunteer coordinator shall suggest and help develop volunteer descriptions with the staff members of each department. The volunteer coordinator shall have the responsibility of recruiting volunteers and placing volunteers in appropriate positions. An individual department staff member shall be responsible for training and assessing the work of the volunteer working in the staff member's department and shall report assessments of the volunteer to the coordinator. The department supervisor will have the ultimate decision in whether the volunteer is functioning appropriately in the department. The volunteer coordinator shall be responsible for finding alternate positions for the volunteer and/or severing the relation between the volunteer and the library.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved by Library Board 4/27/04  
Re-affirmed 5/23/06; 3/23/10