

SAMUELS LIBRARY ADULT VOLUNTEER POLICY

DEFINITION:

A volunteer is any individual who assists with work at Samuels Public Library without remuneration.

STATEMENT OF PURPOSE

Samuels Public Library uses the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Samuels Public Library.

RECOGNITION

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer and Samuels Public Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Samuels Public Library will not provide any medical, health, accident, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work and visit with a supervisory staff member. Upon approval of the supervisory staff, the volunteer may be scheduled for training and work assignments. Each volunteer will be expected to make a commitment of at least 2 hours per week.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include, but are not limited to: shelving books, processing new materials, discarding materials, helping to prepare for programs, maintenance of periodicals, public relation projects, etc.

RECRUITMENT AND SUPERVISION

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment will be the responsibility of the Library Director.

Volunteers will work directly with library staff members to receive training and complete projects.

All volunteers will be assigned to one primary staff member to guide them in their work; however, other staff members may offer guidance if assistance is needed.