

Volunteer Policy Mount Pleasant Public Library

Volunteers are an important asset for the Library. They provide support services that are essential to the Library; work on special projects; or help with the homebound services. Volunteers are expected to follow library policies and have good customer service skills.

Definition:

A volunteer is someone who provides a service willingly, contributes time, energy and talents on behalf of the Library and doesn't receive pay from the Library, City of Mount Pleasant, Friends or Foundation.

Selection:

Volunteers are requested to fill out an application form and will be interviewed by one of the following: Director, Head of Circulation, Teen Advisor or Children's Librarian. Selection is based on qualifications in relation to the needs of the library at any given time and is also on the volunteer's ability to commit to a consistent schedule of volunteer hours.

Roles and Responsibilities:

Volunteers usually spend 2 to 5 hours a week working for the Library.

Volunteers need to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly schedule time slot.

Volunteers are expected to refer all requests for information to the library staff, except for directional questions.

Volunteers are asked to keep an accurate record of the hours they work each week.

Volunteers 18 or older must have a successful background check.

Volunteers are expected to report any personal injuries that occur while performing their duties.

Volunteers 17 years old or younger must have a parent sign the application.

Volunteers will be required to attend occasional training sessions/meetings.

Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.

If the volunteer is unable to adequately perform the duties assigned to him or her, the volunteer may be removed from service. The volunteer will receive verbal and written warnings before being removed.

Training and Supervision:

Volunteers will receive specific training in their assigned duties and all reasonable care will be taken to ensure the safety of volunteers.

Types of Volunteers:

Adult – 18 years or older

TAB – Teens in 6th-12th grade who are members of the Teen Advisory Board.

Youth - Volunteers in grades 5-12

Friends of the Library – Member of Friends

Tasks:

Shelf reading
Shelving materials
Assisting a staff member with programs and projects
Light cleaning assignments
Helping behind the desk

TAB Tasks:

Help Teen Advisor with developing programs for teens.
Help with crafts, decorating or running teen programs.
Volunteer to help with Children's Programs.
Provide suggestions for teen materials.
Write reviews for Library's web page.
Contribute to teen blogs etc.

**Approved by the Mount Pleasant Library Board of Trustees
July 14, 2009**