

Oskaloosa Public Library		Volunteers	
Policy:			
Adopted:	December 2009	Last Affirmation:	-

Definition

A volunteer shall be considered as an individual, eighteen years of age or older, who assists with work done for the Oskaloosa Public Library, without remuneration. The Library Director may make exceptions to the age requirement. A volunteer may provide ongoing assistance on a regular basis or may provide assistance only on specific projects.

Statement of Purpose

The Oskaloosa Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demand for good quality public service.
2. Serve as a method of encouraging citizens to become familiar with their library and the services being offered.

General Provisions for Volunteers

Nothing in this policy shall be deemed to create a contract between volunteers and the Oskaloosa Public Library or the City of Oskaloosa. Volunteers and the Oskaloosa Public Library have the right to terminate any type of volunteer’s association with the Library at any time, for any reason, with or without cause. If a volunteer wishes to terminate the volunteer arrangement, the Oskaloosa Public Library would appreciate advance notice so a replacement may be sought.

Prior to engaging in any volunteer activity, each volunteer will be required to submit an application form for volunteer work, and visit with a staff member from the Oskaloosa Public Library. A background check may be performed for any individual who volunteers at the library.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples may include processing materials, shelf reading, maintenance of periodicals, and clerical tasks.

The supervisory staff member will determine hours of volunteer service in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. The Library Director may make exceptions.

Volunteers are expected to sign in and out each time they work at the library and are expected to indicate the type of work that was done.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods to meet specific as well as general project needs.

Recruitment shall be the responsibility of the supervisory staff member or the library director.

Volunteers will work directly with the library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

Supervision of Minor Volunteers

Volunteers under the age of eighteen will be under the supervision of a designated staff member. A minor volunteer will be required to have a parent, guardian, or supervisor sign a permission slip before beginning volunteer duties.

Volunteer Training

At minimum, volunteer training shall include the following:

- Tour of the library
- Review of the volunteer's job description
- Review of relevant library policies
- Completion of required forms
- Targeted instruction in the volunteers' specific tasks