

# VOLUNTEER POLICY

The Big Bend Village Library recognizes the great contributions that volunteers can make to the Library and its' community. Volunteers enhance the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. For citizens, volunteer opportunities offer a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. At the Big Bend Village Library, volunteers are used to supplement, not replace the work done by library staff.

## DEFINITION OF A VOLUNTEER

A volunteer is an individual who contributes time, energy, and talents directly or on behalf of the Big Bend Village Library and is not compensated with an hourly wage or salary from library funds.

## APPLICATION AND SUPERVISION

All volunteers are required to complete a Volunteer Application and Waiver of Liability Form. Volunteers will be selected based on their areas of interest and qualifications in relation to the needs of the library. Information on volunteer opportunities will be made available as they are identified and interested applicants will be accepted to fill those positions.

Each volunteer will have an on-site supervisor and is expected to follow the procedures as established by that staff member. This supervisor will be responsible for training, scheduling, and day-to-day management of the volunteer's work. Volunteers should consult this supervisor for guidance or assistance.

## GUIDELINES FOR VOLUNTEERS

- Volunteers are to act in accordance with library rules, regulations, and policies and to reflect positive customer service attitudes to all library patrons.
- The Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library or make changes their volunteer assignment.
- Volunteers will report any injuries incurred while volunteering to their designated supervisor or library management.
- Volunteers will not be able to complete court-ordered community service at the Big Bend Village Library.
- Volunteers must be 14+ years of age.
- Any volunteer under the age of 18 is required to have two adults present during their volunteer time at the library.
- Volunteers are not employees of the library and are not covered under any Worker's Compensation plan.
- To end a volunteer commitment, the volunteer is asked to notify their designated supervisor or library management.

*Adopted by the Big Bend Village Library Board of Trustees: December 15, 2020, Tekla Finland, Library Board President*