

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **VOLUNTEER POLICY**

Purpose: The Ottumwa Public Library seeks to create a bridge with the Ottumwa Community through the work in the library done by volunteers. It is understood by the Board of Trustees and library staff that volunteers will supplement the work of the library but not replace staff hours or responsibilities.

- Staff will have potential volunteers fill out an application.
- Those assigned community service hours by law enforcement and the courts will not be allowed to complete those hours in the library.
- Volunteers will be at least 14 years old.
- The Director will follow up and work out a schedule and task list with any volunteers who are approved to work in the library.
- Every attempt possible will be made to match the interests of the volunteer with the needs of the library when assigning tasks for volunteer work.
- Staff will give each new volunteer the approved and designed orientation to the library.
- A volunteer will abide by the same policies as staff in any interactions with the library patrons. Confidentiality policies will be highlighted.
- Volunteers will notify the Director or Assistant Director if they are not able to attend a agreed upon shift or event.
- The director will clearly state to both staff and volunteers the tasks assigned to both with an understanding of everyone's roles and responsibilities to the library. Volunteers will report to the Director & Assistant Director.
- The Director has the right to terminate a volunteer at any time.
- The library will annually recognize the work of the volunteers.

Date Created: 12 September 2011

By: Ottumwa Public Library Board of Trustees