VOLUNTEER POLICY

Volunteers are an important asset for the library. They provide support services that are essential to the Library; work on special projects; or assist with the Children's Discovery Center. 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, or Youth Services 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 scheduled 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 17 years old or younger are not to be left alone with children.

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

Youth - Volunteers in grades 5-12

Tasks:

Shelf reading

Shelving materials

Assisting a staff member with programs and projects

Light cleaning assignments

Approved by the Board of Trustees
February 13, 2024