

WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 2.5	APPROVED 1/87
VOLUNTEERS	UPDATED 6/94 REVISED 9/02, 1/04 Reviewed and approved 12/06; Revised 06/11

Volunteers

In keeping with the Library's purpose of serving the community, and in recognition of our status as a community-funded institution, the Board welcomes and enthusiastically encourages the interaction with and support of local residents through such avenues as library volunteering and the Friends of the Library group.

Library volunteers will be recruited by the Library Director and staff, Board members and/or Friends group, cooperatively, on either a one-time project or a long-term, scheduled basis. Volunteers will be trained as needed to do specific non-professional tasks (unless the volunteer has professional library skills,) and will be supervised. Records of individual and total volunteer hours will be kept to assist the Board in evaluating library activities, and individual volunteers in receiving credit for their service. Volunteer service will be recognized by the Library Director and Board of Trustees in a variety of ways.

All volunteers must fill out a volunteer application form that includes home address and telephone number. Volunteers must be 12 years of age or older. Forms for persons under 18 must be signed by a parent or guardian and include home and work numbers of parent or guardian. Volunteer hours worked by minors must comply with current Iowa Department of Labor laws. Minors may not work more than 4 consecutive hours per day without prior arrangements between library staff and minor's parent/guardian. General background checks on adult volunteers may be made by the Library.

Volunteers may assist the Library in a variety of ways including, but not limited to, shelving, shelf-reading, processing new materials, mending materials, preparing crafts for children's programs, preparing publicity flyers and brochures, helping with fundraising projects, assisting with Summer Reading activities, etc.