

# **MONTGOMERY CITY –COUNTY PUBLIC LIBRARY**

## **VOLUNTEER POLICY**

### **INTRODUCTION**

- The Montgomery City-County Public Library Volunteer Program creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The Volunteer Program serves as a method for area residents to become familiar with the Library and supplement the efforts of paid library staff.

### **DEFINITION**

- A volunteer is a person who performs tasks for the Montgomery City-County Public Library without wages, benefits, or expectations of compensation beyond reimbursement of any kind. Volunteers do not replace paid staff, but enhance and extend their services and are not considered as employees of the Library.

### **SPECIAL CASE VOLUNTEERS**

The Library accepts as volunteers:

- Students participating in community service activities as an educational requirement.
- Individuals participating in work programs provided by community health and social services agencies.
- Individuals performing Alternative Sentencing orders
- Students requiring internship or cooperative placements.
- Individuals referred by other volunteer programs.

In each case, an agreement must be in effect with the organization, school or program from which the volunteers originate and must identify responsibility for management and care of the volunteers.

## **POLICY POINTS**

- Volunteers are recognized as contributors to the accomplishment of the mission of the Montgomery City-County Public Library.
- Volunteers do not replace paid staff.
- Volunteers shall not be considered as employees of the Library.
- Volunteers shall not perform any task for which a license or certification is required if the volunteer does not possess such license or certification.
- Volunteers must complete a volunteer application form available at the library. A request for an interview or acceptance of a volunteer will depend on the need for volunteers at the time. Opportunities for volunteer placement are identified by the Branch Head/Volunteer Coordinator. The library accepts the services of any volunteer with the understanding that such service does not constitute an obstruction to or conflict with the provision of services to patrons or others.
- Prior to being assigned to a volunteer position, all volunteers will be interviewed to ascertain their suitability, interest and ability to undertake the position. Attention shall be paid to the interest and capabilities of the volunteer and the requirements of that volunteer position. The Library reserves the right to show due diligence in determining the appropriateness of an assignment for any volunteer.
- The minimum age requirement for volunteers is 16. Otherwise, volunteers will be recruited based on their suitability to perform a task on behalf of the Library.
- All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.
- Each volunteer shall have a specific paid staff member to whom he or she reports who will be responsible for day to day consultation, support and direction. Each volunteer shall perform duties in the presence of at least one paid staff member.
- As representatives of the Library, volunteers are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers will wear a volunteer badge while engaged in Library business.
- Volunteers who do not adhere to the policies and procedure of the Library or who fail to satisfactorily meet the expectations of their volunteer assignment are subject to dismissal.