



Lee Public Library

Volunteer Policy

Purpose

Volunteers bring enthusiasm, energy, added talents and a fresh perspective. This policy serves to provide a guideline to all regarding the participation of volunteers in the Lee Public Library. This policy provides the framework for ongoing volunteer recruitment and utilization.

Lee Library uses volunteers to perform tasks not assigned to staff and to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Selection

Volunteers must be 14 years of age or older, and are selected based on their needs and the needs of the library at any given time. Selection and supervision of volunteers is the responsibility of the Director and Librarians on duty at the time of volunteer service.

Individuals seeking volunteer assignments at the library in order to meet a requirement set by an outside agency for the performance of community service are subject to the selection process and all other provisions of the volunteer policy.

For volunteers aged 14 and 15 years, the library and child's school department must complete the 'Employers Request for Child Labor' form to be kept on file.

For volunteers aged 16 and 17 years a 'Parental Permission' form must be completed and kept on file.

Participation

Volunteers work during hours when adequate supervision is available. Generally volunteers work for a 2-hour period each session. Volunteers are asked to inform the Director when they are unable to attend a scheduled time.

Volunteers may be asked to perform any one, but not necessarily all, of the below listed tasks:

- Shelving books and other library materials
- Processing new books (spine labels, book covers)
- Alphabetizing and filing book order cards and patron registration cards
- Reading and organizing shelves
- Assisting with children's story time and Summer Reading Program (includes craft preparation)
- Working on library grounds (gardening, weeding)



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- Writing up book order cards.
- Carrying out one-time projects
- Craft Preparation
- Inventory, shifting collection.
- Assisting with special library events (bookstall, fundraisers, etc.)

Expectations

Volunteers are asked to keep a record of hours they work each week. Volunteers are not permitted access to patron or circulation records, and they are expected to maintain patron and staff confidentiality at all times.

The library Director will conduct an annual review of volunteer's duties to ensure tasks remain appropriate.

Compensation

Volunteers are not compensated, although they may be reimbursed for expenses incurred by pre-arrangement with the Director. Volunteers must follow the Lee Public Library's employment process to obtain a paid position in the library.