



Western Sullivan Public Library

VOLUNTEERS POLICY

I. DEFINITION

Volunteers are those individuals who give their time without recompense to benefit the Western Sullivan Public Library. In general, they are divided into four categories:

A. Regular

These volunteers work a regular weekly schedule, generally with circulation desk responsibilities, processing, programs (story hour, etc.), or other regular and routine duties. The key word is “regular”: these volunteers have scheduled hours, generally weekly but no less than monthly.

B. Special Assignment

These volunteers work an irregular schedule on an “as needed” basis, but again no less than monthly. Their duties may include sorting, packing, or otherwise organizing books for sale or disposition; conducting tours or special programs; conducting craft programs, etc.

C. Special Event

These volunteers give their time and energy for fundraising events or special occasions that occur without repetition during the library year. Such events may include an annual book sale, pancake breakfast, library fair, etc., and their time volunteered is generally nonrepetitive. For example, a volunteer who works a 2-4-hour shift during an annual book sale or waits table at an annual meal event is a special-event volunteer, as compared with a special-assignment volunteer who is on duty at the library at least monthly on a scheduled or unscheduled basis.

D. Community Service

These volunteers are either in need of community-service credit for a school assignment or are court-ordered short-term community-service volunteers. The court ordered volunteer’s offense must not be violent, related to substance abuse, or threatening in nature. Community-service volunteers are scheduled for 2-4-hour blocks during the day or evening, but not on weekends. All Community-service volunteers must abide by the volunteer policy as all other volunteers do.

II. BECOMING A VOLUNTEER

A. A local resident who wishes to volunteer at any of the three branches shall file a *Volunteer Application* with the Branch Manager of any branch, after reading a copy of this policy. The application will include the usual details of name, address, telephone number, email address, emergency contact person, work background, special skills, and available days and times, as well as two (2) personal references. The applicant shall indicate on the form the category of volunteer service for which they are applying.



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- B. The Branch Manager shall interview the volunteer applicant and recommend action to the Director.
- C. The Director shall review the application and confirm the Branch Manager's recommendation or have further discussion with the Manager about the application.
- D. A copy of the application is to be kept at the WSPL Main Office, with the completed original returned to the appropriate branch.

III. VOLUNTEER RESPONSIBILITIES

- A. Volunteers are required to abide by the same general rules and regulations that apply to paid employees: prior notice of absence, courteous manner, responsible performance of assigned duties, etc.
- B. Part of the volunteer interview will include discussion of possible assignments. Should the volunteer accept a regular assignment and subsequently wish to change their assignment, such change should be requested in writing and discussed with the Branch Manager, who will be required to submit a written report to the Director.
- C. Each Branch Manager will provide training to each volunteer in the specific duties for which the individual has volunteered, supplemented by the written procedure manual, if applicable, and any other documentation useful for the volunteer's education and information.
- D. Any volunteer who wishes to leave their commitment on a permanent or temporary basis should express those wishes in writing, giving at least a week's notice if at all possible. Again, the Director shall receive such written notice with the Branch Manager's comments, keeping a copy for the file and returning the original to the Manager.
- E. Each Branch Manager shall meet at least annually with each volunteer to review assignments, scheduling, performance, and any concerns held by either the volunteer or the Manager. Such meeting is intended to give both parties the opportunity to openly build a cooperative relationship. Notes of topics discussed shall be kept in the volunteer's file.
- F. The parent or guardian of all volunteers under the age of eighteen (18) shall provide their written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this policy. All volunteers shall be provided with a copy of this policy prior to commencement of their services.

IV. RECOGNITION

Each regular and special-assignment volunteer shall have a time sheet that records volunteer hours. These time sheets will be tallied on a quarterly basis and totaled annually. Such compilation of hours will provide information for reporting purposes and for the purposes of volunteer recognition. Time should be recorded to the nearest half-



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hour. The folder or notebook of volunteer time sheets shall be kept in a central location in each Branch readily accessible to all volunteers and the Branch Manager.

V. RELATIONSHIPS

Volunteers are an integral part of the Western Sullivan Public Library. Without their assistance, many basic services would be severely limited. The Board of Trustees and the staff owe deep appreciation to the WSPL volunteers. Accordingly, it is expected that each volunteer will receive courteous, respectful consideration from the staff. In like manner, the volunteer must understand that the staff is required to enforce all Library rules, regulations and policies established by the Board of Trustees and that the volunteers should not expect deviation from or exception to the rules, regulations, and/or policies in gratitude for or recognition of their service.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.



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Volunteer Application

Select Branch: Delaware Free Jeffersonville Tusten-Cochecton

Please return the application to the Branch manager at the library selected above.

Name: _____

Address: _____

Telephone Number: _____ Email: _____

Emergency Contact Person (name and telephone #): _____

Indicate the day(s) of the week you would like to volunteer: _____

Times Available: _____

Special Interests or Skills: _____

Work Background: _____

References (if applicable): _____

Category of Volunteer Service: _____

By signing below, I verify that I have read the Volunteer Policy and agree to abide by the policies stated.

Signature of Applicant: _____ Date: _____