

Library Volunteer Policy

Fond du Lac Public Library

Board approved: March 16, 2017
Previous policy dated: July 15, 2004

Purpose and intent

Library volunteers enhance, rather than replace, staffing. They enrich the library's offerings rather than provide basic services. Volunteers allow the library to make the best use of its fiscal resources.

Program guidelines

1. Volunteers require library supervision; the library can accept volunteer help when adequate supervisory time is available. The library cannot guarantee a position for every volunteer applicant.
2. Applicants must complete a Volunteer Application Form, which will be kept on file for six months. The application form requires a criminal background check.
3. Volunteer applicants must have completed sixth grade; all applicants under 18 must have permission from a parent or guardian.
4. Interviewing, selection, placement, scheduling and training of volunteers will be handled by Coordinators in accordance of their departments' needs and requirements.
5. As best can be accommodated, volunteers are placed in positions suited to their skills, interests and availability.
6. The library will provide the volunteer with the necessary training and supervision to complete their tasks.
7. Volunteers who are family members of library staff will not be placed under the direct supervision of their family member.
8. Volunteers are required to become familiar with and abide by the library's Confidentiality of Library Records Policy, as well as all other library rules and policies.
9. Volunteers will contact their supervisor before the assigned shift if they will be absent or tardy.
10. Volunteers are not covered by city insurance, including Workman's Compensation.
11. If requested, a library volunteer can ask for a fine waiver, equal to \$2 waived in fines and fees for every hour volunteered.
12. Volunteers will not receive any preferential treatment or services from any library service, including Chapter 52 or the Idea Studio.
13. The library does not pay volunteers who work with other organizations for work experiences or internships (e.g. Dept of Vocational Rehabilitation, ADVOCAP's RSVP, etc). Library staff will cooperate with organizations providing work experiences.

Volunteer duties

Volunteer duties vary widely between departments, projects and programs. Some – but not all – volunteer positions are listed here. Some duties have time-commitment requirements. Details about specific positions will be shared with applicants during their interview.

- Shelving materials
- Homebound delivery (4 hours per month)
- Clerical tasks (filing, copying, labeling)
- Computer data entry
- Assisting or training patrons (e.g.: bookstore aide or computer help in Opportunity Center)
- Genealogy research

Volunteer physical requirements

Each volunteer task at the library is different and requires different skills. Volunteers may be asked to stand, lift, carry, type, use office equipment, drive a personal vehicle or myriad other skills. Details about the requirements of specific positions will be shared with applicants during their interview.