

# Middleton Public Library

## VOLUNTEER POLICY

- I Purpose and Intent
- II Program Guidelines

### I Purpose and Intent

- (A) Volunteers are a valuable resource for the library; their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace adequate staffing. Their services aid the library in making the best use of its fiscal resources and they help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work together for mutual satisfaction.
- (B) This policy provides the framework for an on-going volunteer recruitment, utilization and appreciation plan. As with all library policies, the responsibility for implementation rests with the Library Director.

### II Program Guidelines

- (A) All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.
- (B) Each library department will provide volunteer guidelines and procedures specific to the volunteer work needed in that area of the library.
- (C) Volunteers will be informed of their status regarding compensation, any related benefits, privileges and responsibilities, and city insurance.
  - (1) The library does not compensate volunteers for time spent, or expense incurred; except by special arrangement with the Library Director.
  - (2) Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the city is negligent.
  - (3) Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.

- (4) Individuals donating time to the library under the auspices of any other unit, (e.g. scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it while working in the library.
  
- (D) The Head of Circulation Services will work in conjunction with the other librarians as with the Friends of the Middleton Public Library, to facilitate ongoing volunteer recruitment, recognition and appreciation activities.

Approved by the Library Board  
January 9, 1996  
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