

STOUGHTON PUBLIC LIBRARY

VOLUNTEER POLICY

Approved 3-20-19



I. Purpose

The Stoughton Public Library welcomes volunteer workers from the community as staffing permits and suitable jobs are available in order to:

- Assist in implementing programs and services that further library goals and objectives at a level not funded in the regular budget.
- Establish a pool of volunteers to assist with large projects and projects occurring on an intermittent basis, or to provide regular on-going assistance.
- Create a strong link with the community by developing a group of citizens who, through their volunteer work, become knowledgeable about the Library's services and needs.
- Provide meaningful work experiences for people with disabilities, and others.

II. Definitions

A. A volunteer shall be considered any individual, 12 years or older, who assists with work done at the Stoughton Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

B. An intern or practicum student shall be considered any high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit.

III. Guidelines

A. Prior to engaging in any long-term volunteer activity, each volunteer will be required to submit a City Volunteer Application form (Appendix A), and visit with a supervisory library staff member. Upon approval of the Volunteer Coordinator, the volunteer may be scheduled for training and work assignments.

If the volunteer is wishing to serve at a one-time event, the City of Stoughton Release & Indemnity Agreement form (Appendix B) must be read and signed. If the volunteer is a minor, his/her parent or legal guardian must also sign the agreement.

B. Volunteers shall be familiar with and agree to abide by the library's Confidentiality of Library Records policy (Section IX, Patron Registration/Library Card Use Policy), as well as all other library rules and policies.

C. Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: processing new materials, helping to prepare for programs, shelving library materials, and public relations activities.

D. Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

IV. **Recruitment, training and supervision**

A. Volunteers

1. Recruitment, applicant screening, and placement will be the responsibility of the Volunteer Coordinator. Placement, training and supervision of applicants age 12 –15 will be administered by the Children’s Services department. Supervision, training and evaluation of individuals age 16 and older will be the responsibility of the department where the volunteer works.
2. Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.
3. There will be no formal evaluation process for volunteers. Evaluation will be ongoing. Corrective training, reassignment or possible termination may result from this evaluation process.

B. Interns and Practicum Students

1. Student interns or practicum students may request a practicum or placement in Children's, Teen, or Adult Services. Internship applications will be accepted or rejected as suitability, department supervisor time, and resources allow.

The job description must stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

2. The professional staff member who shapes an individual project will be responsible for the training and supervision of the intern or practicum student. Because much staff time will be required, each project must be approved by the Library Director before the intern or practicum student is accepted. Participation in student internship programs shall be considered a privilege which may be

revoked at any time by the Stoughton Public Library or the intern or practicum student. All schedules will be worked out between the intern or practicum student and the supervising librarian and should not conflict with school schedules.

3. A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the intern or practicum student is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

V. **Recognition**

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually.

VI. **Disclaimers**

A. Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Stoughton Public Library or City of Stoughton. Both the volunteer and the Stoughton Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

B. Neither the City of Stoughton nor the Stoughton Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Adopted: November 14, 2007

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