

Sumner Public Library Volunteer Policy

Definition of a volunteer

The Sumner Public Library defines a volunteer as a person who commits their time for the betterment of the library. Volunteers will not be paid and do not take the place of library staff. All volunteers must adhere to the guidelines listed below.

Purpose

The main purpose for the Sumner Public Library's Volunteer program is to allow citizens ages 12 and up from the community to have opportunities to help enrich and enhance the library's mission and further their own personal and professional goals. This program is designed to help a person understand the importance of humanitarian effort, learn leadership skills, responsibility, job skills, and working in a team environment. It is the right of any citizen to volunteer at the library regardless of educational, religious background, sexual orientation, race, color, disability, and national origin to participate in volunteer activities.

Guidelines for Volunteers

1. Volunteers must fill out an application before they are allowed to volunteer at the library. The application will help library staff understand a volunteer's reason behind volunteering, their schedule, and any tasks they are interested in assisting with.
2. Volunteers between the ages of 12 and 17 must have written parental permission to volunteer at the library.
3. Volunteers must understand that a background check may be performed prior to starting any volunteer tasks.
4. Volunteers must abide by the policies, procedures, goals and services of the Sumner Public Library and must adhere to the same dress/hygiene code, rules of conduct, drug and alcohol, and sexual harassment policies as library employees.
5. Volunteers are to wear a library volunteer badge that identifies them as a volunteer while they are working at the library.
6. Volunteers are responsible for maintaining confidentiality of **all** library information and will be required to sign a confidentiality agreement form. Failure to maintain confidentiality will result in immediate termination of the volunteer.
7. Volunteers will be given an orientation by the library staff who will discuss the mission of the library, its services, and a general list of tasks that can be performed.
8. Volunteers will log their hours and describe the tasks that they completed in the volunteer log.
9. Volunteers represent the library and its staff. Volunteers will conduct themselves in a friendly and professional manner.

10. Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.
11. Generally, the Library is unable to accommodate court-ordered community service. Exceptions may be made at the discretion of the Director.

Tasks That May Be Performed By a Volunteer:

1. Shelf reading
2. Shelving materials
3. Helping with library programs or projects such as preparing craft
4. Light cleaning assignments
5. Special events including Foundation Book Sale
6. Clerical tasks
7. Creating displays and bulletin boards
8. Public relation activities
9. Processing/covering new materials
10. Gardening/weeding

Approved July 19, 2018

Sumner Public Library Volunteer Confidentiality Agreement

This is to certify that I, _____, a volunteer of the Sumner Public Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees, as well as any other information otherwise marked or known to be confidential. I have read and understand, and have had the opportunity to have my questions answered regarding the Confidentiality Policy.

Signature of Volunteer

Date

Signature of Staff Member

Date

Sumner Public Library Volunteer Application

This agreement is intended to indicate the importance with which we treat our volunteers. The intent of the agreement is to assure you both of our appreciation for your services and to indicate our commitment to make your volunteer experience both productive and meaningful.

Date _____

Last Name _____ First Name _____

Date of Birth _____

Address, City, State, & Zip Code

Daytime Phone _____ Evening Phone _____

Cell Phone _____ Email Address _____

What is the best to communicate with you? (Check One)

Day Phone _____ Evening Phone _____ Cell _____

School Name _____ Grade that currently in? _____

1. What hours are you available?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please tell us about your interests and skills and why you want to volunteer at the Library.

3. What made you decide to volunteer here?

4. What is your experience in working at the library?

5. Are your volunteer hours a requirement for a class, school, or other?

_____ Yes _____ No (If yes, explain).

6. Emergency Contact: Name _____ Phone _____

I, _____ agree to serve as a volunteer for the Sumner Public Library and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Library rules and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

Signature _____ Date _____

Parent/Legal Guardian Signature for volunteers between the ages of twelve to seventeen

Signature _____ Date _____

It is important for the protection of our patrons that each volunteer may be subject to a background check. Please sign below to authorize a background check.

Signature _____ Date _____

Return all applications to the Library Director at:
Sumner Public Library
206 North Railroad Street
Sumner, IA 50674

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