

Madison County Public Library Volunteer Policy (2022)

Overview and Objectives

The Madison County Public Library's volunteer program is intended to create another layer of community connection. Through active support of day to day library services, volunteers:

- Serve the community
- Enhance library service
- Expand upon existing skills and knowledge

Volunteer Positions

Volunteer positions are created as the needs of the library require, and may be amended at any time. Typical volunteer duties include shelving, shelf maintenance, and program support.

Volunteer Applications

All volunteers are required to complete an application form, found on the library's website. This form is used to determine the individual's eligibility for volunteer service, identify skills that the library may use, indicate the length of service that is anticipated, and indicate the reasons that such service is being provided. All completed applications are kept confidential.

Applications must be submitted to the Branch Services Manager of the location at which the volunteer would like to serve.

Background Checks

Background checks are required for library volunteers 18 years of age or older, and must be paid for by the applicant. The library reserves the right to deny volunteer service based on the results of a background check.

Library Employees

Both current and former Madison County Public Library employees will not be considered for volunteer positions.

Minimum Age

The minimum age for volunteers is 18. Those under the age of 18 wishing to volunteer must do so in connection with and under the supervision of a school, organization, or other vetted community agency.

Community Groups

The library welcomes the volunteer efforts of community service groups completing special projects for the library or providing specialized services. Approval of such group activities requires that one adult be designated as the group's representative to the library. The group leader will be responsible for coordinating the activities of the individual members of the group, making contact with the library's staff as appropriate, and monitoring the behavior of the group in the performance of its tasks.

Groups who wish to provide a service for the library should provide a written explanation of the activity to be performed, the extent of the services that will be provided, and an indication of the length of time this service will be provided. The library cannot guarantee that the results of a special project will be maintained as an ongoing activity of its staff members.

Department Assignment and Supervision

Branch Services Managers will work with other library department managers to assign volunteers to specific supervisors. Department managers will oversee and assign volunteer duties. All volunteers must be able to complete tasks without constant supervision and intervention from library staff, with or without reasonable accommodation.

Standards of Conduct

Volunteers are expected to follow the same standards of dress and behavior as outlined in the library's staff handbook, and must adhere to the Rules of Conduct for Library Use policy.

Discontinuation of Service

Volunteers may discontinue their service to the library at any time. Volunteers should notify their supervisor if service will be discontinued. The library likewise reserves the right to discontinue the services of any volunteer at any time. Reasons for discontinuation of service include (but are not limited to):

- Failure to respond to supervision
- Failure to accomplish assigned tasks
- Failure to comply with volunteer policy
- Disturbing or disrupting the work activities of the library's staff