

## **BOZEMAN PUBLIC LIBRARY ADULT VOLUNTEER POLICIES**

An adult volunteer is a person 18 years or older who performs an on-going service willingly and without pay or expectation of compensation. A volunteer must be officially accepted and enrolled prior to performance of duties. Volunteers are supervised by Library staff members and shall not be considered as employees of the Library.

The Bozeman Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers can add immensely to the quality of service that the Library can provide the public. Volunteers provide specific and selective services and do not replace permanent, paid staff.

Volunteers are expected to conform to all library policies and are selected and retained for as long as the Library needs their services. Volunteers may be used for special events, projects and activities or on a regular basis to assist library staff. Services provided by volunteers will not be used in place of hiring full or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

### **The Library welcomes the contributions of volunteers for the purposes of:**

1. Enhancing services to the public by assisting the professional staff.
2. Fostering better understanding and support of the Library by helping to increase public awareness of services available.
3. Providing volunteers with opportunities to serve their community, acquire knowledge and experience, receive recognition, and attain personal satisfaction.

### **Library Responsibility to Volunteers**

Recognizing that people volunteer for many different reasons and have varying skills and interests, the Library will attempt to provide a receptive climate and clear leadership for volunteers by:

1. Supplying meaningful activities that make volunteer service worthwhile.
2. Providing adequate training, supervision and evaluation.
3. Expressing sincere appreciation of their efforts.

### **Volunteer Responsibility to the Library**

Volunteers will help support the Library by:

1. Fulfilling their assignments with the Library in a dependable manner, arriving for work promptly and as scheduled, or informing the Library in advance if unable to do so.
2. Completing the training required and following the leadership of the Library staff.
3. Helping maintain the image of the Library in community relations.

## **Eligibility and Placement**

Any adult sincerely desiring to serve the Library in a volunteer capacity must fill out an application form. Every effort will be made to place volunteers in positions they will find rewarding. At the time of application, the Staff Volunteer Coordinator will explain the positions currently available and attempt to match one with the volunteer. The Library will conduct a background check of the potential volunteer through internet sites and by the use of a professional criminal background check company. If no suitable openings exist, the volunteer's name will be placed on file for future call.

## **Position Descriptions and Agreements**

Department supervisors will develop position descriptions for volunteer projects, and volunteers will be asked to sign an agreement with the Library and record the number of hours they volunteer at The Library. If the volunteer expects to be unavailable to work for some period of time, he/she should notify either the Staff Volunteer Coordinator or the volunteer's supervisor. The Library in turn will notify the volunteer if at any time there is no work needed for which the volunteer is trained.

## **Orientation and Training**

Volunteers will be asked to successfully complete an orientation to the Library building and a training period sufficient to perform their assignments efficiently. They may continue to receive on-the-job guidance so that both volunteer and supervisor may be sure that the assignment is the correct choice for all concerned.

## **Volunteer Files and Recognition**

The Staff Volunteer Coordinator will keep a permanent file for each of the volunteers. It will include the application form, the signed agreement, the record of service and any other pertinent information. If requested by volunteers, the Library will provide documentation of their service from this information for a job application or resume.

Every effort will be made to recognize, both inside and outside the Library, the contributions and accomplishments of the volunteers. Newsletter articles, name tags, displays, and special social events are some ways that we thank our volunteers on a regular basis for all their help.

## **Administration**

The Staff Volunteer Coordinator, who will be selected from the staff by the Library Director, is responsible for administering the program and recruiting volunteers as needed. He/she will interview, help place, and evaluate the volunteers. She/he will maintain files and records and plan ways to recognize volunteer efforts. The Coordinator will also report to the Library Board of Trustees when requested to do so. The staff supervisors will be responsible for training, supervising and evaluating volunteer performance.