

Volunteer Policy

Wabasso Public Library

Purpose

The Library Board encourages individuals and groups to volunteer to supplement the efforts of paid library staff to: provide quality library collections, services and programs; serve as a method for area residents to become familiar with the library; support library fund raising activities.

General

A volunteer is a person who performs tasks for the Wabasso Public Library without wages, benefits or compensation of any kind.

Volunteers must have a library card at the Wabasso Public Library or another Plum Creek Library System and their account must be in good standing.

Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.

Nothing in this policy creates a contract between the volunteer and the Library. Both the volunteer and the Library can terminate their association at any time, for any reason, without any cause being stated.

Volunteers under the age of 18 must have the consent of a parent or legal guardian. Generally the Library will not accept volunteers under the age of 14. Volunteers under the age of 18 may not work without direct adult supervision. The schedule of volunteer hours at the library is dependent upon the availability of staff to supervise.

Volunteers must follow all library policies and procedures, especially those relating to confidentiality of library records. Failure to maintain confidentiality will result in immediate termination of the volunteer.

Should a volunteer have a grievance with a staff person, another volunteer, or library patron, every attempt will be made to handle the situation through the Library Director.

Approved 09-07-2021