

East Troy Lions Public Library Volunteer Policy

Original Policy Approved: 11-9-2021
Policy Update and Reviewed: 9-12-2023
Updated Policy Approved: 10-10-2023

Purpose:

The East Troy Lions Public Library believes that citizen participation in the library is an important link between the community and the library staff. Volunteers do not replace paid staff, but instead partner with them to provide the best possible service to the library community.

When working with Volunteers, the Library will follow the included provisions:

- The library welcomes volunteers 14 years of age and older.
- The library will not accept as volunteers those who have been assigned community service by the courts.
- A volunteer performs tasks for the library and does not receive any wages, benefits or compensation of any kind. Assigned tasks may vary based on the library's needs as well as the age and abilities of the volunteer.
- Prospective volunteers must fill out and submit an application form which will be reviewed by the Library Director.
- The Library Director will interview the prospective volunteer to see if a suitable job match is available at the current time. If nothing is available, the application will be kept on file for a period of one year.
- Before beginning service, each volunteer must pass a criminal background check and sign the Volunteer Code of Ethics. High school students will be required to provide a reference in lieu of the criminal background check.
- The Director retains the right to waive the Volunteer Application for temporary volunteers working special events.

Physical Limitations:

Reasons for Seeking Volunteer Work:

Education (check highest level)

High School Technical School College

College Degree or Technical Training

Misc:

Have you ever been arrested for a felony? Yes No

If yes, date of arrest and location

Have you ever been arrested or issued a citation? Yes No

If yes, date, offense and location. (Traffic Offenses need not be entered)

Availability:

What days are you interested in volunteering? (Check all that apply)

Monday Tuesday Wednesday Thursday Friday

I would prefer to be scheduled:

Mornings Afternoons

I would like to volunteer approximately: _____
Hours per Week

How long are you committing to volunteer?

3 Months 6 months 1 year other



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Volunteer Code of Ethics:

- As a Volunteer, I realize that I am subject to the following code of ethics which is the same as governs the professional staff of the library.
- I interpret “volunteer” to mean that I have agreed to work without compensation.
- I expect to do follow a regular schedule and will do my work according to the standards of a paid staff member.
- Any information that I learn about patrons or staff will be kept confidential and I will protect the confidentiality of all library records that I have been exposed to.
- I commit to fulfilling the hours I have agreed to work.
- I promise to bring to my volunteer work a willingness to be trained, and a willingness to promote the mission and values of the East Troy Lions Public Library.

Signed

Date