

ELLSWORTH PUBLIC LIBRARY

312 West Main Street | Ellsworth, WI 54011 | 715-273-3209 | www.ellsworthlibrary.org

VOLUNTEER POLICY & GUIDELINES

Welcome! Thank you for your interest in serving as a volunteer at the Ellsworth Public Library. The mission of the Ellsworth Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike. The Ellsworth Public Library seeks to empower volunteers to use their talents in a way that brings them personal satisfaction and makes a contribution toward providing the best public library service in our community.

Definition:

A volunteer shall be considered any individual, 14 years or older, who assists with work done at the Ellsworth Public Library without payment.

Role of Volunteers:

Staff and volunteers partner as a team to implement the mission and vision of the library. Because we rely upon volunteers to help provide service, it is essential that a volunteer have a strong commitment to their volunteer service at the library. See Volunteer Job Description below for specific volunteer duties.

Volunteer Selection:

A volunteer application and interview must be completed before anyone can serve as a volunteer at the library. Volunteers are selected based upon their skill and abilities and the needs of the library. A criminal background check may be required, depending on the nature of the volunteer position. Members of the Friends of the Ellsworth Public Library performing tasks at the library related to their organization (i.e. fundraisers, membership drives, etc.) are not required to apply in order to perform their duties at the library.

Volunteer Rights

- Receive a clear job description
- Be carefully interviewed and appropriately assigned
- Receive training
- Do meaningful and satisfying work
- Be seen as belonging, through inclusion at social functions, relevant meetings, etc.
- Be supported in your role
- Be safe on the job
- Have choices and feel comfortable about saying "no"
- Receive feedback on your work
- Receive recognition for your contribution

Volunteer Responsibilities (as a volunteer you are expected to)

- Be reliable and punctual
- Be trustworthy
- Respect confidentiality
- Respect the rights of people you work with
- Carry out the specified job description or let us know if the assignment doesn't meet your expectations or needs
- Give feedback (i.e. participate in evaluations when asked)
- Be accountable and accept feedback
- Be committed to the program
- Avoid overextending yourself
- Acknowledge decisions made by the staff or the organization
- Address areas of conflict with the director and allow them to take the lead with staff
- Undertake training
- Sign in and out when volunteering

- Ask for support when it is needed
- Notify your supervisor ASAP if you will be late, sick, taking a vacation or otherwise can't make it

Volunteer Job Description

General Requirements:

- Willingness to work in the library environment
- Ability to interact with customers, library staff and other volunteers in a positive, pleasant manner

Dress Code

- Clean and neat attire. You are representing the library and the municipality as a volunteer.

Dependability:

- Willingness to follow supervisory direction
- Willingness to learn and to do the assigned work effectively
- Willingness to complete any training related to the assigned work
- Willingness to be supportive of the library and its policies

Preferred Skills:

- Ability to follow direction
- Attention to detail
- Organizational ability
- Manual and physical dexterity
- Knowledge of alphabetical order and decimals

Possible Volunteer Roles:

- Circulation Volunteer: shelve books, deliver to nursing home or assisted living facility, or Adopt-a-Shelf (periodically scanning for correct book shelving order and straightening)
- Light Maintenance Volunteer: light dusting, repairing and cleaning books, puppets and DVDs, or weeding landscaped areas
- General Support Volunteer: work at book sales, call volunteers, serve on Friends of the EPL Board
- Classes/Outreach Volunteer: Teach classes for the public on computers, crafts, leisure skills, etc., organize special programs, or conduct book groups
- Children's Program Volunteer: Help with children's programs, replenish 1,000 Books Before Kindergarten packets, or storytime outreach (taking storytime on the road to local daycare centers, etc.)
- Events Volunteer: Set up or clean up for events, circulate flyers, decorate library, or prepare food for events

Leaving Volunteer Service:

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

Whenever possible, the library will make an effort to reassign a volunteer, if desired. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for 6 months, subject to review should a suitable position become available during that time. In the event that a volunteer is unable to adequately perform the duties assigned to him or her and no other appropriate positions are available, the volunteer may be removed from service.

I have read, understand and agree to the responsibilities of being a volunteer as outlined in the Ellsworth Public Library Volunteer Policy.

Volunteer Signature Date