



## FAIRHOPE PUBLIC LIBRARY VOLUNTEER POLICY

Volunteering for Fairhope Public Library can be a rewarding and exciting experience. Volunteer time, energy, talent, and commitment are invaluable assets to the Library. Volunteerism enhances the Library's ability to fulfill its mission and to provide quality services to the public. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

### SELECTION OF VOLUNTEERS

- Volunteer applications are always available. **Sample Application Form - Appendix G.**
- If there are not suitable volunteer opportunities available, applications will be kept on file for one year.
- Volunteers will not be used to replace the work done by paid Library employees.
- Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours.
- Volunteers should be willing to work a minimum of one (1) hour each shift. These shifts must be scheduled through a Department Head.
- Volunteers will not work at Library service desks nor perform activities that could reveal confidential patron information.
- A volunteer's preference of type of work to be performed and hours of the day/week will be considered when possible.
- Teen volunteers, 12 and older, may be accepted, as needed, in the Youth Services Department during the scheduled Summer Reading Programs. They will be under the supervision of the Teen Technician and must be able to contribute to the successful completion of these programs.

### VOLUNTEER DUTIES

- Shelf maintenance: straightening, shelf reading, shifting books, cleaning shelves, etc.
- Cleaning books, CDs and/or DVDs
- Covering books
- Affixing/removing DVD and CD labeling.
- Teaching and/or assisting with computer classes
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and tabletops
- Cleaning computer stations and surrounding area
- Special projects as assigned
- Reorganizing back issues of newspapers, discarding issues older than one week, except for the Baldwin Edition of the Mobile Press Register and the Fairhope Courier, which will be sorted, boxed, and labeled
- Various simple cleaning tasks
- Filing
- Organizing meeting room schedules and making copies of brochures
- Other duties as necessary

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide an employee designated to supervise the volunteer program.
- Provide written position descriptions and procedures for all volunteer tasks.
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties.
- Provide volunteer supervision in accordance with sound supervisory practices and Library policies.
- Maintain accurate volunteer demographic data, including hours worked.