

POLICY TITLE: Volunteer Recruitment and Management

ADOPTION/LAST REVISION: 7-10-12

A. Purpose

Volunteers supplement the efforts of the library staff to provide quality library collections; services and programs; serve as route for area residents to become familiar with the library; and create opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

B. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They are bound by all of the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are considered “at will” unpaid, volunteer employees of the Marshfield Public Library. The library reserves the right to terminate a volunteer’s working association with the library at any time, for any reason. Volunteers may or may not be members of the Friends of Marshfield Public Library.

The City of Marshfield does not provide Workers compensation coverage for volunteers but does provide liability coverage for Volunteers acting properly within the scope of their volunteer assignment.

C. Registration Process

Volunteers applying to assist in the library are required to fill out a Marshfield Public Library Volunteer Form. The forms will be available at the Business Office\Program Office in the library as well as on-line (www.marshfieldlibrary.org). Forms will be reviewed by the Program and Volunteer Coordinator and filed. A criminal background check and reference review will be conducted. Volunteers must also be in good standing with the Marshfield Public Library system.

Volunteers will be interviewed to determine the interests, experience, and availability in specific as well as general areas where there is a need. A signed Parental Consent Form is mandatory for all minor volunteers.

D. Volunteer Management

Volunteers are asked to record their hours on logs located in each of the departments. If there are any issues regarding volunteer behavior or requests to change placements, they should be directed to the Program & Volunteer Coordinator or the Director of the library.

E. Special Events

Occasionally special events will accept the help of one-time volunteers at the discretion of the supervisor in charge of the event.