

POLICY TITLE: Volunteer Recruitment and Management

ADOPTION/LAST REVISION: 07/20/2012, Revised 08/28/2025

- A. Definition: Volunteers are considered as any individual, 14 years or older, who assists with work done at the Everett Roehl Marshfield Public Library on an “at will”, unpaid basis.
- B. Volunteers supplement the efforts of the library staff to provide quality library collections; services and programs. Doing so creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.
- C. Becoming a Volunteer
- Individuals interested in volunteering at the library are required to fill out an Everett Roehl Marshfield Public Library Volunteer Form. The form is available in the Library Business Office as well as on-line (www.marshfieldlibrary.org). Forms will be reviewed by the Volunteer Coordinator, and a reference review will be conducted. Volunteers over the age of 14 will be subject to a background check, and volunteers must be in good standing with the South Central Library System and the Everett Roehl Marshfield Public Library.
 - 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 volunteers under the age of 18.
- D. Volunteer Guidelines/Responsibilities:
- Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.
 - Volunteers must sign in and out when volunteering.
 - Special accommodations can be made upon request.
 - 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.

- The Everett Roehl Marshfield Public Library reserves the right to terminate a volunteer's working association with the library at any time, for any reason.
- Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer's services.
- 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.
- Special events will accept the help of one-time volunteers at the discretion of the Library Director or the supervisor in charge of the event.

E. Tasks Performed by Volunteers:

- Shelf reading
- Helping with projects
- Helping with programs and events
- Processing of discarded library materials
- Light cleaning
- Plant care
- Other tasks as assigned