

Madison Library Volunteers Policy

The Madison Library Board of Trustees welcomes volunteers in the Library as an enhancement for the Library's programs and services. Volunteers are valued for their dedication, enthusiasm and for the work they perform in support of the Library.

The same good management principles used in general library administration shall be applied to volunteers. Volunteers will be shown the same respect as any paid staff member.

Volunteers who work regularly with children must have background checks done. These will be paid for by the Trustees.

Volunteers will be advised of library policies, particularly those dealing with patron privacy issues. Volunteers should refer all inquiries from law enforcement or other agencies regarding patron activity to the Library Director and the Board of Trustees.

Volunteers should be assigned tasks equivalent to their ability.

A volunteer will be trained and supervised by an appropriate staff person and will not be asked to do duties for which s/he is not trained. Volunteers may be asked to attend training workshops for specific tasks.

The library staff is not required to find tasks for everyone who wishes to volunteer. All volunteer assignments will be made at the discretion of the library staff.

Volunteers may feel free to apply for paid positions in the Library, but they should be aware that being a volunteer does not make them automatically eligible. Other candidates must be considered as well.

The hours a volunteer works are to be recorded each time s/he comes in.

If the Director has due cause to terminate a volunteer's service, s/he may do so at any time, making sure to inform the Board of Trustees of such a decision. Volunteers who wish to end their service should give ample notice.

The Board encourages review of the volunteer program by the Library Director, with a report made to the Board of Trustees periodically.

Approved: September 15, 2005

Reviewed: November 17, 2010

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(Note: Much of the text of this document came from the Hampstead Public Library's Volunteers Policy.)