



Volunteer Policy

Mission Statement

The mission of the Stillwater Public Library volunteer program is to give surrounding community members fulfilling opportunities to use their skills to:

- Enhance the lifelong learning of community residents.
- Assist the library staff in providing services and service enhancements that otherwise could not be achieved.
- Further the relationship between the public library and the community it serves.

Goals

The goals of the Stillwater Public Library volunteer program include:

- Recognizing and stimulating volunteers so that long-term commitments are maintained.
- Enhancing library services without relying on volunteers to supplant necessary paid positions.
- Giving community volunteers opportunities to use their experience and expertise to communicate and to help implement community needs.

Volunteer Provisions

Volunteers are the library's best opportunity to provide enhanced services that otherwise could not be provided. Therefore, volunteers should expect and shall receive regular recognition for their services. In addition, volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library.

Potential volunteers must complete and submit a volunteer application. Volunteers will meet with the volunteer coordinator and supervisor prior to beginning services. Volunteers will also complete a library orientation, confidentiality and computer usage agreement, and a safety review.

Because all volunteer positions may include work with vulnerable populations a criminal background check is necessary for completion of the application process. Acceptance of an applicant is at the volunteer coordinator's discretion.

The completion of the volunteer application, and the library's acceptance of volunteer services, does not create an employment contract between the volunteer and the library. The association between the volunteer and the library may be terminated by either party at any time and for any lawful reason. If a paid library position opens, volunteer applicants will be evaluated on the same criteria as other applicants.

The library is unable to provide liability insurance for volunteers, and volunteers are not eligible for workman's compensation or other legal protections or benefits given to paid employees.

Volunteers under age eighteen must have an approval form signed by a parent or legal guardian.

Volunteer Coordinator and Departmental Relations

The volunteer coordinator is the liaison between volunteers and the library departments. The volunteer coordinator will report interdepartmental issues dealing with the volunteer program to the library director.

Community Services and Court Appointed Volunteer work are executed under a separate program. The children's summer volunteering program is managed by the children's services department.

Volunteer coordinators suggest and help develop volunteer descriptions with staff members in each department. The volunteer coordinator is responsible for recruitment and placement of volunteers in appropriate positions.

An individual department staff member is responsible for training and assessing the work of the volunteer placed in the staff member's department, and reports assessments of the volunteer to the coordinator. The department supervisor will have the ultimate decision in whether the volunteer is functioning appropriately in the department. The volunteer coordinator is responsible for finding alternate positions for the volunteer and/or severing the relation between the volunteer and the library.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved by Library Board 4/27/04

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Re-affirmed 5/23/06; 3/23/10; 11/19/13