

Volunteer Policy

1. Introduction

Patterson Library values the contributions of volunteers who generously donate their time and skills to support our mission and enhance the services we provide to our community. Volunteers' time, energy and goodwill are invaluable assets to our library and the community. This Volunteer Policy outlines the guidelines and expectations for individuals interested in volunteering at the library.

Volunteers may assist with library tasks, special projects, events or programs. Sometimes they may perform tasks which free a staff member to assist a patron or to tend to a pressing issue. Library staff or more experienced volunteers will oversee and direct new recruits. Further, the library staff looks forward to mining the talents, experience and creativity of volunteers to enrich and expand our programs, displays and organization.

2. Volunteer Eligibility

- Prospective volunteers must complete a **Volunteer Application** provided by the library.
- All volunteers are subject to a screening process, which may include background checks, as deemed necessary by the library.
- Volunteers who are minors must have a parent or guardian fill out a **Guardian Permission to Volunteer** form.
- Volunteers will be accepted based on the library's needs. Completion of an application does not guarantee an immediate placement.

3. Volunteer Opportunities

- Volunteer opportunities at Patterson Library may include but are not limited to:
 - Shelving and organizing library materials
 - Assisting with library programs and events
 - Providing technology assistance to patrons
 - Helping with administrative tasks
 - Supporting outreach, community engagement initiatives, or fundraisers

4. Volunteer Expectations

- Volunteers are expected to adhere to the library's policies and procedures, including confidentiality guidelines.
- Volunteers must maintain a professional and respectful attitude towards library staff, patrons, and fellow volunteers.

- Volunteers are responsible for fulfilling their assigned duties and adhering to agreed-upon schedules. If unable to fulfill their commitment, volunteers are expected to provide advance notice whenever possible.
- Volunteers must dress appropriately for the tasks assigned and conduct themselves in a manner that reflects positively on the library.
- Volunteers should log their service time and activities regularly.

5. Volunteer Training and Orientation

- All volunteers will receive appropriate training and orientation sessions to familiarize themselves with library procedures, safety protocols, and their specific roles and responsibilities.
- Training sessions may cover topics such as customer service, shelving techniques, library technology, and emergency procedures.

6. Supervision and Support

- Volunteers will be assigned a supervisor or point of contact who will provide guidance, support, and feedback throughout their volunteer experience.
- Volunteers are encouraged to raise any concerns, questions, or suggestions with their supervisor or the Library Director.
- Volunteers are expected to adhere to safety guidelines and report any accidents, injuries, or incidents to their supervisor immediately.

7. Termination of Volunteer Service

- Volunteer service may be ended at any time, by decision of the volunteer, their guardian or the Library Director.
- Examples of reasons the library might end a volunteer's service include (but are not limited to) individuals who violate library policies, engage in misconduct, or fail to fulfill their commitments.
- Volunteers may also choose to resign from their positions by providing notice to the Library Director or designated supervisor.

8. Compensation

- Volunteers will not be used to replace current staff.
- Volunteers will not receive any form of payment, medical or health benefits, accident or worker's compensation.
- Patterson Library values the contributions of its volunteers and will endeavor to recognize their efforts through various means, such as volunteer appreciation events and letters of appreciation.

- Volunteers may also receive acknowledgment of their service on the library's website or in promotional materials, with their consent.
- Volunteers who provide 10 or more service hours during the course of a year are considered Patterson Society Members.

9. Confidentiality

- Volunteers are required to maintain the confidentiality of patron information and library records, in accordance with library policies and state regulations.

10. Policy Acknowledgment

- All volunteers are required to read, understand, and acknowledge their acceptance of this Volunteer Policy before commencing their service at Patterson Library.

Conclusion

Patterson Library is grateful for the dedication and commitment of its volunteers, whose contributions enrich the library experience for patrons and staff alike. By adhering to the principles outlined in this Volunteer Policy, we aim to create a positive and rewarding volunteer experience while fulfilling our mission of serving the community.