Volunteer Policy

Introduction

The Frank L. Weyenberg Library of Mequon-Thiensville cordially invites qualified volunteers sixteen (16) years of age or older to participate in providing services to Library patrons by supplementing the work of Library staff. The Library does not discriminate on the basis of race, religion, gender, national origin, ethnicity, age, political affiliation, sexual orientation, ancestry, marital status, or other non-merit factors.

The purpose of this Policy is to set forth the framework for volunteer participation in the work of the Library.

Volunteer Tasks

A sampling of tasks for volunteers follows:

- shelving books and other materials
- dusting books and shelves cleaning shelves, arranging library materials in a neat manner
- assisting with programs
- designing and setting up displays
- maintaining the exterior of the Library's building and grounds
- preparing materials for mailings
- indexing
- data entry
- scanning

Application

Application for appointment as a volunteer must be initiated by completion of the Volunteer application form available from the Library's Community Relations Associate or at the Circulation Desk. Applicants are hereby notified that background checks including, but not limited to, criminal backgrounds may be made in the course of the Library's application review. All applications are reviewed by the Community Relations Associate and the Library Director before an applicant is invited to be interviewed. Volunteer opportunities are not always available at all times. Applicants under the age of eighteen will need to have a parent or guardian co-sign the application form. Applications are kept on file for six months.

Orientation and Training

All volunteers must complete an orientation to the Library and its policies before beginning any work. In addition,

volunteers shall receive training for their specific assignments by the Library Director or by his/her designee.

Performance

Volunteers shall be supervised in their assignments by the Library Director or by his/her designee, typically a staff person, to whom the volunteer will report. The supervisor shall provide feedback to the volunteer and be available to answer the volunteer's questions about his/her assignment. A volunteer who has concerns is invited to discuss the issue with the person to whom the volunteer reports or with the Library Director.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be supportive of the mission and policies of the Library. All volunteers should keep their supervisor informed of their projects, schedule and work status.

Compensation and Reimbursement

Volunteers are not compensated by the Library for their service. Library resources are not to be used by volunteers for personal purposes. Volunteers' privileges and responsibilities for use of the library's collections and other resources are the same as those of other patrons.



Volunteer Application

Name:		
Address:		
Telephone:	Email address:	
Emergency Contact (Optional):		
I am seeking th	nis volunteer position:	
	school/scholarship/scouting requirements that I need to complete by ving date:	
to becom	e a regular volunteer	
I need to comp	olete hours of volunteer time (if applicable).	
Have you ever	volunteered before? Where?	
How many hours per week can you devote to your library volunteer work?		
I am available to volunteer starting:		
What days of the week and times are you available to volunteer?		

Please tell us about your special skills or interests:	
Is there a type of volunteer work you prefer?	
Signature:	Date:
Parent or guardian signature if applicant is younger than 18	:
	Date:
Thank you for your interest in volunteering. Our Community you within the next 10 business days.	/ Relations Associate will contact