

Hawkins Memorial Library

Volunteer Policy

Hawkins Memorial Library welcomes the use of volunteers to enhance library service to the community. Volunteers provide support services to staff or work on special projects. Library staff is encouraged to assist in the creation of roles in which volunteers might serve, and to assist in the recruitment of volunteers for the benefit of the community.

Library volunteers are selected based on their qualifications and the needs of the library at any given time. Volunteer selection may be based on a completed volunteer application form and an interview. Each volunteer and his or her supervisor will arrange work schedules and specific time commitments individually.

Volunteers will be trained as needed to do specific non-professional tasks (unless the volunteer has professional library skills), and will be supervised. Records of volunteer hours will be kept to assist the Board of Trustees in evaluating library activities, and individual volunteers in receiving credit for their service.

Volunteers may assist the Library in a variety of ways including, but not limited to:

- Assisting with the Summer Reading program
- Providing assistance at special programs
- Cleaning or repairing materials
- Sorting, straightening, and organizing materials
- Helping with fundraising projects
- Preparing crafts for children's programs
- Processing new materials
- Shelving and shelf-reading

All volunteers must fill out a volunteer application form that includes home address and telephone number. Volunteers must be 12 years of age or older. Forms for persons under 18 must be signed by a parent/guardian and include home and work numbers of parent/guardian. Volunteer hours worked by minors must comply with current Iowa Department of Labor Laws. Minors may not work more than four consecutive hours per day without prior arrangements

between library staff and minor's parent/guardian. The library may make general background checks on adult volunteers.

The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library. The volunteer may at any time, for whatever reason, decide to sever the volunteer's service relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteers may not be utilized to displace any paid employee from their positions.

The Library Board of Trustees reserves the right to amend this policy at any time.

Adopted by the Library Board of Trustees 1/23/2013

Reviewed and approved 12/14/2015

Reviewed and approved 11/12/2018

Hawkins Memorial Library Volunteer Application Form

Date _____

Name _____

Address _____

Home Phone _____ CellPhone _____

Email _____

Hours Available _____

Physical limitations the library needs to be aware of _____

_____ (name of youth volunteer) has
my permission to volunteer at Hawkins Memorial Library.

Parent/Guardian Signature (if applicant is under the age of 18)

Date

Home Phone _____

Work Phone _____

Cell Phone _____

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