

## **Union County Public Library Volunteer Guidelines**

### **Mission Statement**

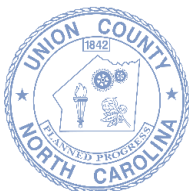
To promote the joy of reading, the power of imagination, lifelong learning and knowledge, and the importance of diversity of thought, in a globally competitive world by providing welcoming access to materials, programs and services that continually evolve to meet the needs of the citizens, strengthen economic vitality, and provide a maximum return on Union County taxpayer dollars.

Union County recognizes that there are benefits to members of the community being involved in the delivery of County programs and services for primarily civic, charitable and/or humanitarian reasons. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experiences to worthwhile endeavors on a volunteer basis. Also, the community and County Government receive enhanced services because of the individual's specialized skills and commitment.

Volunteers at the Union County Public Library support its mission. Volunteers enhance its services through community outreach. The use of teen volunteers within the library provides an opportunity for teens to become a part of the library and is considered a component of the library's services to teens.

### **Overview**

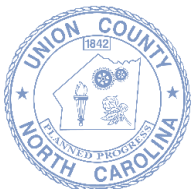
Volunteering can and should be a rewarding and exciting experience. Volunteers give their time, with no expectation of compensation, in support of the library's operation, services, and programs. The volunteer program strengthens the relationship between the library and the public by fostering good will and community involvement. Volunteers will not be used as a means of replacing work done by paid library staff.



## Guidelines for Placement

Volunteers are recruited based on available volunteer placements.

- Volunteer must fill out an online application to be considered for placement.
- Teen volunteers are considered 13-17 years old (18 year olds are considered as teen volunteers while enrolled in high school).
- Adult volunteers are those persons at least 18 years old (18 year olds are considered as teen volunteers while enrolled in high school).
- A consent form and application signed by a parent/guardian is required for a teen volunteer.
- In accordance with the Union County Volunteer Policy, volunteers cannot work with children without express authorization from the County's Risk Manager. A volunteer authorized to work with children must first pass a background check conducted by the County.
- Court ordered community service requests will be handled on a case by case basis at the discretion of the Union County Public Library's Volunteer Coordinator.
- Volunteers must successfully complete a volunteer training. Included in the training is a self-paced module on library organization. A score of 80% must be achieved for placement.



### **A. Volunteer Responsibilities**

- Volunteers must be able to meet all of the responsibilities as listed in the Volunteer Library Page description for volunteer placement.
- Volunteers will commit to an assignment schedule.
- Volunteers will notify their staff supervisor of any absence as far in advance as possible.
- Volunteers will abide by all requirements of the Union County Volunteer Policy.

### **B. Library Responsibilities**

- A staff member designated as the Volunteer Coordinator is in charge of overseeing the administrative running of the Volunteer Program.
- The Volunteer Coordinator will conduct an initial orientation and training for all volunteer applicants.
- Upon successful completion of the training, each volunteer will be assigned to fill open placements.
- The library will maintain an accurate log of volunteer hours completed by the volunteer.
- The library will attempt to ensure beneficial oversight of each volunteer within the department to which the volunteer is assigned.
- The library may conduct volunteer appreciation events to recognize the achievements of the volunteers.
- The library staff will provide personal interaction to each volunteer in an effort to foster good will and appreciation for his or her effort.
- The section supervisor may conduct periodic assessments for each of his or her assigned volunteers.
- Letters of recommendation, beyond a report of hours worked, may be based on any assessments.

