



800 Borner Street North  
Prescott, WI 54021

## **Prescott Public Library Volunteer Policy**

Prescott Public Library seeks to empower volunteers to use their talents in a way that brings them personal satisfaction and contributes toward providing the best public library service in our community.

### **Definition**

A volunteer shall be considered any individual, 12 years or older, who assists with work done at the Prescott Public Library without payment.

### **Role**

Staff and volunteers' partner as a team to implement the mission and vision of the library. Because we rely upon volunteers to help provide service, it is essential that a volunteer have a strong commitment to their volunteer service at the library.

### **How to Become A Volunteer**

A volunteer application and interview must be completed before anyone can serve as a volunteer at the library. Volunteers are selected based upon their skill and abilities and the needs of the library. A criminal background check may be required, depending on the nature of the volunteer position.

### **Volunteer Rights**

- Receive training
- Do meaningful and satisfying work
- Be seen as belonging, through inclusion at social functions, relevant meetings, etc.
- Be supported in your role
- Be safe on the job
- Receive feedback on your work
- Receive recognition for your contribution

### **Guidelines, Responsibilities and Requirements of Volunteers**

- All volunteers will attend scheduled orientations.
- Written parental permission will be needed for any volunteer under the age of 18.
- Sign in and out when volunteering.
- Special accommodations will be made upon request.
- All volunteers are registered by completing an application form.
- Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director.
- The Prescott Public Library reserves the right to terminate the services of the volunteer.
- Volunteers will not be used to replace or reduce the number of paid staff members.
- Volunteers may help increase or improve the Library's services.
- Volunteers are recognized as contributors to the goals and services of the library.

- Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
- Procedures and requirements for the volunteer will vary with age of volunteer.
- All personal information about the volunteer is for internal use only.
- Volunteers will not be expected to do anything staff would not do.
- Notify your supervisor as soon as possible if you will be late, sick, taking a vacation or otherwise cannot make it.
- Be able to interact with customers, library staff and other volunteers in a positive, pleasant manner.
- Wear clean and neat attire. You are representing the library and municipality as a volunteer.
- Discriminatory incidents will not be tolerated.
- Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.

#### **Tasks That May Be Performed by a Volunteer**

- Shelf reading
- Shelving material under supervision
- Helping with projects
- Helping with programs and events
- Processing of library materials (new or discarded)
- Light cleaning
- Teaching classes and outreach
- Other tasks as assigned

#### **Types of Volunteers**

1. Adult (18+)
2. Teen (12-17)
3. Teen Advisory Board (TAB)
4. Special Projects or Events

#### **Leaving Volunteer Service**

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

**I have read, understand and agree to the responsibilities of being a volunteer as outlined in the Prescott Public Library Volunteer Policy.**

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**Volunteer Signature**

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**Date**