

Contents:

Volunteer Guidelines	1
Becoming a Volunteer	2
Volunteer Orientation Procedure	2
Dress Code.....	3
Personal Hygiene.....	3

VOLUNTEER GUIDELINES

Volunteers are needed for the operation of the facility and should represent the diversity of community, gender, age and race.

For the purpose of this policy, volunteers are defined as those who perform regular library work, such as Circulation, Cataloging, etc. These persons have filled out a volunteer application, passed a background check (if their work brings them into contact with library patrons) and receive communications through the two email groups: volunteers and catalog. This policy does not apply to Board, committee members or persons who sign-up for one-time events, such as Fall and Spring Book Sales.

- Volunteers will be given a detailed plan of the work tasks in specific areas.
- Volunteers' skills will be assessed to determine assignment areas.
- Volunteers will be supervised by the Library Director, Library Assistant and Library Aide as needed.
- Volunteer assignments will be defined as to how many hours of coverage will be needed and job priority.
- Volunteers will be provided a procedure list for daily opening and closing as needed
- Volunteer meetings will be held periodically. These meetings can double as in-service training and an opportunity to build a sense of camaraderie. Attendance will be optional.

- Volunteers will have individual sign-in sheets where they will record their work hours for library tracking and their own records.

BECOMING A VOLUNTEER

- Fill out an application [adult or youth (under 18)].
 - Youth volunteers are generally no younger than 13-14. The Volunteer Coordinator – Library Director or designee – has discretion in this area.
- Return application to the Volunteer Coordinator via mail or leave at the Library.
- Interview with the Volunteer Coordinator during which task options, hours and other expectations will be discussed
- Fill out background check form, to be submitted by the Volunteer Coordinator.
 - Volunteers are responsible only for notary-related fees in this process.
 - Youth volunteers do not undergo background checks
- Receive assignment and training schedule upon completion of interview and background check.

VOLUNTEER ORIENTATION PROCEDURE

- Orientation will be undertaken by a paid staff member
- Allow forty-five (45) minutes to an hour.
- Provide any relevant physical materials
 - Confidentiality of Records
 - Code of Conduct Policy
- Review materials and answer any questions.
- Identify a contact person so the volunteer knows who to go to with questions and concerns.
- Provide a tour of the facility including emergency preparedness procedures and location of first aid kits.
- Explain in detail what the work involves.
- Demonstrate any equipment that the volunteer is likely to use (e.g., copy machine, computers).
- Clarify who to call or what to do if volunteer cannot come in on a scheduled day.
- Volunteers will also be appraised of their rights and responsibilities in the event of conflicts or other issues.

Vista Grande Public Library

Volunteer Policy, 16-Dec-2014 revised and approved 20-Mar-2018, Revised and approved — 19-May-2021

- See Grievance Policy
- See Employment Practices Policy

DRESS CODE

Employees and volunteers represent the VGPL to the public. They shall use good judgment in choosing their attire and wear clothing appropriate for the work environment, taking into consideration their position, contact with the public and safety standards. An individual may be asked to change their attire if clothing worn is outside these guidelines.

PERSONAL HYGIENE

Employees and volunteers are expected to adhere to a high standard of personal hygiene.

Individuals are asked to refrain from the use of strong scents to ensure that the library is comfortable for those with environmental sensitivities.