

## *Policy on Volunteers*

Adopted December 2010      Revised July 2019

The Monroe Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. A volunteer shall be considered as any individual, 18 years or older, who assists on a regular basis with activities at the Monroe Public Library without financial compensation.

Library volunteers:

- Supplement the efforts of the paid library staff in meeting demands for quality public service
- Serve to encourage citizens to become familiar with their library and the services being offered
- Have the opportunity to feel personal satisfaction while performing a valuable service for the community

The Monroe Public Library shall make use of the services of interested volunteers to enhance, not replace, the work done by library staff. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers are expected to comply with all policies of the library.

Volunteers who apply to work in the library are required to fill out a Volunteer Application Form which will be kept on file. Candidates will be interviewed by the Volunteer Coordinator to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments. The library will conduct a background check and contact references. The library has the absolute right to decline anyone as a volunteer without cause or statement of reason. Court-ordered community service may not be performed at the library, but other types of mandated community service (such as through a school) will be considered on a case-by-case basis.

Recruitment of volunteers is the responsibility of the Volunteer Coordinator in conjunction with the Library Director. Volunteers work directly with library staff to receive training and complete projects.

Nothing in this policy creates a contract between the volunteer and the library or the Monroe School District. Both the volunteer and the library can terminate their association at any time, without any cause being stated.