



Volunteer Policy

Approved by the Board: May 18, 2023

PURPOSE

Volunteerism strengthens and deepens the library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. The Manlius Library will not use volunteers to replace the work done by library staff.

DEFINITION OF A VOLUNTEER

A volunteer is any individual, 14 years or older, who contributes time, energy, and talents directly or on behalf of the Manlius Library and is not paid by library funds. All volunteers must be accepted by the library prior to performance of assigned tasks.

VOLUNTEER OPPORTUNITIES

- Shelf-reading & Straightening
- Bookmark Café
- Book Sale (Semi-Annual)
- Manage Daily Holds List (Adult applicants only)
- Youth Service Program Assistant (Teen applicants only)

TO BECOME A VOLUNTEER

- All volunteers are required to fill out a Volunteer Application Form, available at the front desk, on the website, or in the children's area for teen volunteers. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
- If selected, applicants will be contacted and told of acceptance. The schedule will be coordinated with the Volunteer Coordinator or Young Adult Librarian. If not selected, applications will be kept on file for six months. Acceptance of a volunteer is at the discretion of the Volunteer Coordinator or Young Adult Librarian.
- The Volunteer Coordinator or a designated employee will keep track of all volunteer hours for 5 years after initial acceptance of their volunteer application.
- Volunteers under the age of sixteen must have the application signed by a parent or legal guardian.

SUPERVISION

Each volunteer will have an on-site supervisor and is expected to follow the procedures established by that staff member. This supervisor is responsible for day-to-day management and guidance of a volunteer's work and will be available for consultation and assistance. If this supervisor is not available, the volunteer may report to the Circulation Supervisor or the Operations Manager.



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GUIDELINES FOR VOLUNTEERS (including but not limited to...)

- The number of volunteers accepted is based on the amount of opportunities available at the discretion of the Volunteer Coordinator and the Young Adult Librarian.
- As means of protecting privacy and ensuring the safety and security of the library staff, volunteers, and patrons, *volunteers will not be allowed behind the circulation desk or in staff-only areas.*
- Volunteers will not be allowed to use the circulation system in any capacity other than as the public is allowed. At all times, the staff and volunteers are required to respect the right to privacy of patrons and employees.
- Volunteers will notify the Circulation Desk via phone or email (help@manliuslibrary.org) as soon as possible if they know they will be late or absent.
- Volunteers may be required to attend occasional training sessions.
- Volunteers must sign in and sign out at the front desk or at the children's desk (teen volunteers).
- Volunteers are welcome to ask a staff member to store their personal items behind the front desk. The library is not responsible for the personal property of any volunteer.
- Volunteers must always wear a volunteer badge while working in the library.
- Volunteers must dress and groom themselves in an appropriate manner; based on the duties they have been assigned.
- Volunteers will direct all questions or concerns raised by patrons relating to the library's collection, services, policies, and procedures to a staff member.
- Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.
- Volunteers must report all injuries, minor or serious, to their supervisor or to the Volunteer Coordinator or designated staff member. The library doesn't assume the responsibility of any injury that a volunteer may sustain. The library tries to ensure that volunteer tasks are always safe. If there is a task a volunteer feels uncomfortable doing, it is their responsibility to let the staff know. Volunteers are not covered under any Workers Compensation plan.
- Use of alcohol, marijuana, or illegal drugs in the library in any capacity is prohibited.
- Volunteers are not able to complete court-ordered community service at the Manlius Library.
- Volunteers agree that the library may at any time, for whatever reason, decide to make changes to their volunteer assignment or may be dismissed for any number of reasons, including unavailability, prolonged absenteeism, inability to perform assigned tasks, and assuming duties not assigned by the supervising staff.
- Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of library staff. Those who fail to meet the requirements set forth in this policy or violate any other library policies will be dismissed.
- Volunteers are required to read and sign off on the Volunteer Handbook.



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Volunteer Policy Acknowledgement

I acknowledge receipt of Manlius Library's volunteer policy. Further, I understand and agree to comply with rules and regulations set forth in the Manlius Library Volunteer Policy.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____