

# Volunteer Policy

Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective. They enhance, rather than replace adequate staffing. They enrich the library's offerings, rather than provide basic services. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with other city departments and recognized agencies, as well as with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers must work together for mutual satisfaction.

## Program Guidelines

1. All volunteer tasks must aid the library in achieving its goals and objectives. The tasks must be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, and interests will be considered. The Volunteer Coordinator will schedule volunteer activities taking into account the library's needs and each volunteer's capabilities and wishes.
2. A staff member will serve as Volunteer Coordinator to oversee the volunteer program. The Volunteer Coordinator, in cooperation with the Friends of the Perry Public Library, will carry out recruitment, recognition, and appreciation activities.
3. Volunteers will be informed of their status regarding compensation, benefits, privileges, responsibilities, and city insurance.
  - a. The library does not compensate volunteers for time spent or expense incurred, except by prior special arrangement with the Library Director.
  - b. Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the city is negligent.
  - c. Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.
  - d. Individuals donating time to the library under the auspices of any other unit (e.g., scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it while working in the library.

## Volunteer Activities

- ❖ Shelving
- ❖ Straightening shelves
- ❖ Reading shelves (checking to be sure books are in order)
- ❖ Cleaning the covers of children's books
- ❖ Assisting with story time
- ❖ Assisting patrons using computers

- ❖ Reading with a child
- ❖ Studying with a student
- ❖ Helping with genealogical research
- ❖ Delivering books to shut-ins, senior citizens' homes, and retirement centers
- ❖ Working on projects with the Friends of the Perry Public Library
  - Work at the Friends quarterly book sales
  - Help set up or tear down at the quarterly book sales
  - Help to set up the Christmas trees the Saturday after Thanksgiving
  - Help during our Friends Annual Clean Up Day in January
  - Bake goodies for any of our events
  - Help with our Friends Annual Garage Sale in September

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