

# LAKE AGASSIZ REGIONAL LIBRARY

## VOLUNTEER POLICY

The Lake Agassiz Regional Library and its member libraries encourage community members to participate in providing excellence in library services throughout the seven-county region.

### **Role of Volunteers:**

Volunteer support and extend the services of the Library, but not replace paid staff. As they contribute unique talents, skills, and knowledge of their communities, volunteers team with library staff to enhance library services and programs. Volunteers provide support services to staff, work on special projects, or educate others about the Library and its mission.

### **Selection of Volunteers:**

Volunteers are selected based on their qualifications and the needs of the Library at any given time. A prospective Volunteer usually may complete an application form and be interviewed by the Librarian in charge of the agency or department where he/she desires to work.

However, groups wishing to support library services by supplying volunteers from their membership may work with the Librarian in charge at any library agency to identify suitable projects and coordinate the activities of member volunteers. Preferably, one person from the group will be the primary contact.

### **Training and Supervision:**

Volunteers will receive training in their assigned duties from a library staff member. The head of a library agency or department will supervise volunteers within their unit.

### **Work Schedules:**

Volunteers are expected to fulfill a commitment mutually agreed on with the Library. Volunteers within a library building shall work during the hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually between each volunteer and his/her supervisor.

### **Community Service:**

Outside agencies occasionally request that individuals be permitted to fulfill community service requirements at the Library or one of its agencies. Such individuals shall be assigned to volunteer tasks within the provisions of this policy.

### **Removal from Service:**

In the event that a volunteer is not able to adequately perform the duties assigned to him/her, that volunteer's supervisor is authorized to remove the volunteer from service. Whenever possible, another suitable position will be sought. Should no other suitable volunteer position exist at that time, the volunteer will be asked to discontinue service.

Adopted, Lake Agassiz Regional Library Board of Trustees: October 21, 1999