

# VOLUNTEER POLICY

Marion Public Library

A strong volunteer network is essential for helping to expand and enhance library services. The library will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability. Based on the needs of the library and the availability of the volunteer, we cannot ever assure that volunteer work will be available for everyone who wants it.

## Applying to be a Volunteer

### Volunteers

- apply in person at the library or complete our online application.
- read and understand the library's Volunteer Handbook.
- receive an informal library orientation upon beginning their volunteer duties.
- are expected to be dependable and punctual. The library relies upon volunteers to do their assigned tasks. If unable to fulfill their obligations, volunteers should contact the volunteer liaison as soon as possible.
- must be at least 16 years old. Youth younger than 16 are welcome to inquire of the teen staff about possible opportunities. Parents, Scout Troops, and other youth groups are welcome to inquire of the children's staff about opportunities.

## Job Expectations

### Volunteers

- are to be treated as co-workers, with respect and fairness.
- are to be provided with meaningful assignments and receive effective supervision and guidance.
- will be assigned work duties based on library needs.
- agree to perform their assigned duties to the best of their abilities.
- agree to support the mission of the library.
- represent the library and are thus expected to act professionally when dealing with patrons and patron issues and to abide by library policies (including notably the Confidentiality of Library Records and Behavior policies).
- , volunteers should find an appropriate staff person or direct the patron to the Information Desk if approached by patrons for assistance
- are required to sign in and out each time they report to work. The library keeps records of volunteer hours, in recognition of community support for the library.

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