

Volunteer Policy

Scope of Policy			
<i>Scope:</i>	Volunteer Application Process and Expectations	<i>Effective Date:</i>	Revised 8/8/2022

Provisions
<p>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 assure that volunteer work will be available for everyone who wants it.</p> <p>Applying to be a Volunteer</p> <p>Volunteers:</p> <ul style="list-style-type: none">• Complete the online application at the Marion Public Library website.• 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. Those younger than 16 are welcome to inquire about possible opportunities.• Can be groups looking for one-time opportunities. <p>Job Expectations</p> <p>Volunteers:</p> <ul style="list-style-type: none">• 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).• Should find an appropriate staff person 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.• Over the age of 18 must pass a background check.• Will be required to wear a name tag at all times.• Must follow staff dress code.