

Scope of Policy			
<i>Scope:</i>	Volunteer Application Process and Expectations	<i>Effective Date:</i>	Revised 9/11/2023

Provisions			
<b>I. General Volunteer Provisions</b>			
<ol style="list-style-type: none"><li>1. A strong volunteer network is essential for helping to expand and enhance library services.</li><li>2. The library will not discriminate against a qualified potential volunteer on the basis of age, color, creed, disability, familial status, gender identity, lawful source of income, marital status, national origin, race, religion, sex or sexual orientation.</li><li>3. 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.</li></ol>			
<b>II. Applying to be a Volunteer</b>			
<ol style="list-style-type: none"><li>1. When applying to volunteer at the Marion Public Library, volunteers will:<ul style="list-style-type: none"><li>• Complete the online application at the Marion Public Library website.</li><li>• Read and understand the library's volunteer handbook.</li><li>• Receive an informal library orientation upon beginning their volunteer duties.</li><li>• 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.</li><li>• Be at least 16 years old. Those younger than 16 are welcome to inquire about possible opportunities.</li></ul></li></ol> <p>Groups looking for one-time volunteer opportunities are encouraged to apply to volunteer as well.</p>			
<b>III. Job Expectations</b>			
<ol style="list-style-type: none"><li>1. When volunteering at the Marion Public Library, volunteers:<ul style="list-style-type: none"><li>• Are to be treated as co-workers, with respect and fairness.</li><li>• Are to be provided with meaningful assignments and receive effective supervision and guidance.</li><li>• Will be assigned work duties based on library needs.</li><li>• Agree to perform their assigned duties to the best of their abilities.</li><li>• Agree to support the mission of the library.</li><li>• Represent the library and are thus expected to act professionally when dealing with patrons and patron issues and to abide by library policies (including the Confidentiality of Library Records and Behavior Guidelines policies).</li><li>• Should find an appropriate staff person if approached by patrons for assistance.</li><li>• 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.</li><li>• Over the age of 18 must pass a background check.</li><li>• Will be required to always wear a name tag.</li><li>• Must follow staff dress code.</li></ul></li></ol>			