



Volunteer Policy for the Muehl Public Library

Recognizing the complex nature of the Library's automated circulation system and the obligation to uphold the confidentiality laws of the state, the Muehl Public Library will not allow volunteers to work at the front desk. Volunteers will be utilized for simple processing tasks, shelving of materials (after in-depth training and testing), and assisting with programming, displays, and decorating. All volunteers will be expected to be polite towards all people who are in the library.

COMMUNITY SERVICE VOLUNTEERS

The Library will consider providing work for those individuals needing to fulfill a community service requirement. This will be done a case by case basis. The final decision resides with the Library Director.

Expectations for those fulfilling community service requirements for a school or a club or a church:

- The individual must make the arrangements (not another person such as parent or club leader) with the Director.
- The amount of community service hours an individual provides to the Library will be at the discretion of the Library Director and will not be dictated by the amount the individual has to fill.
- Volunteers must show up for each agreed upon shift or call in advance and notify library staff of an absence. Repeated tardiness and/or absences will be cause for dismissal.
- It is expected that volunteers will complete the tasks assigned to them by library staff.
- Volunteers will not work the front desk or assist in reference work with patrons.
- Illegal, dangerous, or insubordinate behavior will immediately terminate the volunteer's position at the Library.
- Volunteers will be polite while on duty.

Additional expectations for those individuals fulfilling court ordered community service:

- The Library will be told the offense that was committed resulting in a community service requirement. (Felons, sex offenders, patrons banned from the Internet, and anyone convicted of a violent crime will **not** be considered for library volunteering.)
- The Library must have a written statement that the individual is serving a community service requirement.
- The individual will be responsible from the time sheet that is given them by court/social services and will record their hours served. (The Director will sign the time sheet when the service hours are completed.)

FREE AGENTS

People who want to volunteer at the library (and are not responsible for turning their hours in to any entity) are welcome to speak with the Library Director about negotiating a schedule and work load. The expectations of points 1 through 7 above would apply.

***Important note: **ALL** volunteers must fill out a form that the Library Director will keep on file.



Muehl Public Library Volunteer Form

Volunteer

Name _____

Telephone Number _____

Please check one:

_____ I am a minor

_____ I am **not** a minor

If a minor, a parent or legal guardian agrees that you can volunteer at the library which may involve having your photo taken and posted online.

(Parent/Legal guardian signature and date please)

If **not** a minor, you agree that the library may do a background check on you. You also agree to possibly have your photo taken and posted online.

(Your signature and date please)

Emergency Contact Person

Name _____

Telephone Number _____

This policy was approved by the Muehl Public Library Board of Trustees on April 4, 2022.