



## **Volunteer Policy**

*Adopted October 17, 2013*

The Osceola Public Library recognizes that volunteers are a valuable resource and encourages community-minded people to volunteer. Volunteers enhance, rather than replace, the efforts of regular staff members for the purpose of providing quality library collections, services, and experiences.

Volunteering serves as a method for area residents to become familiar with the library and volunteers can, in turn, be valuable advocates for the library. Volunteering also creates opportunities for individuals to feel personal satisfaction while performing a valuable service to the community.

A volunteer is a person who performs tasks for the Library without wages, benefits, or compensation (including travel expense) of any kind.

Volunteers are expected to perform in cooperation with Library staff and comply with the same work rules, policies, and procedures applicable to Library employees.

Library staff will provide volunteers with proper orientation, training, and supervision.

The hours of volunteer service will be coordinated between library staff and volunteer. Volunteers are responsible for recording their hours of service.

Library staff will continually work to recognize the contributions of volunteers and will seek to expand the volunteer group as needed.

Volunteers will be given the opportunity for an annual performance evaluation and a volunteer experience evaluation.

**Court Ordered Community Service:** The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director.

**Youth Volunteers:** Volunteers under the age of 18 may only work as volunteers with the consent of a parent or legal guardian.



Internships: Student interns will be sought out through contacts in area schools and colleges when their activities will benefit the Library. The Director will be responsible for creating their job descriptions and overseeing their work.

*End of Policy*

Revised August 2016