



Volunteer Policy

Purpose

The first public library in DeWitt was founded by a group of dedicated volunteers who were champions and advocates for the first amendment and intellectual freedom. Today, library volunteers are still a vital extension in helping library staff provide the best services and programs for library users of all ages. This policy is designed to give both volunteers and library staff guidance for a successful volunteer program and experience.

Definition & Utilization of Library Volunteers:

Library volunteers are defined as individuals who contribute to library operations and tasks of his/her own free will. These individuals contribute their time and skill set with the DeWitt Community Library without compensation. Volunteers will not be used to replace or reduce the number of paid staff.

Eligibility & Placement:

After August 1st, 2019, community members interested in volunteering at the library are required to submit a volunteer application. All personal information will remain confidential, and is for internal use only. Individuals must be 16 years or older to volunteer at the DeWitt Community Library.

Volunteers are placed in positions best suited to their skills, interests and availability, as determined by library management. Selection is based on qualifications of applicants and needs of the library. Reasonable special accommodations may be made upon request.

City policy prohibits library staff from volunteering within their own department. If a staff member has voluntarily left their position at the library, there will be a three month waiting period before they can request to volunteer.

Adult volunteers may be subjected to a background check. The library reserves the right to decline requests for court-ordered community service.

Training & Supervision:

Volunteers must go through basic orientation with library staff before starting their volunteer assignments, and will receive regular ongoing training. All volunteers will be under the supervision of a designated staff member, depending on their assigned task. We ask that all volunteers provide advance notice of absence, leave or tardiness prior to their assigned shift.

Volunteer Expectations:

- All volunteers are representatives of the library, a place in which all library visitors are welcomed no matter their age, background, race, or personal beliefs. It is expected that volunteers be courteous and respectful towards fellow volunteers, patrons, and employees in

keeping with the mission and values of both the Frances Banta Waggoner Community Library and the City of DeWitt. Should a volunteer have a grievance with a staff person, patron or another volunteer, they should notify the Library Director immediately.

- The library follows a strict code of confidentiality for all library users, as outlined in the library's confidentiality policy. Library volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
- Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
- Volunteers who work on projects out on the public floor may be required to wear a volunteer badge or lanyard to distinguish themselves from both staff and library user.
- Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The DeWitt Community Library reserves the right to terminate the services of a volunteer at any time.

Reviewed and approved by Library Board of Trustees 07/09/19

Updated logo, library name on 11/21/20

Date Submitted: _____



Volunteer Application

Thank you for your interest in volunteering at the DeWitt Community Library! We value our volunteers and appreciate the time they dedicate to help make our library a great place for everyone living in and around DeWitt. Please provide the following information to the best of your ability. This application is for internal use only, and will not be shared with outside organizations.

**Please note that we feel it is important to match volunteers to tasks and projects that best match their qualifications and interest. There are times where available positions may not be the best fit, or that the library has more applications than available volunteer positions. We will hold all volunteer applications for up to two years.*

Name: _____

Street address: _____ City, State, Zip: _____

Primary Phone: _____ ___ Cell ___ Home ___ Work

Email: _____

What areas of the library are you interested in assisting with? Please remember that some activities like storytime, checking materials in/out, etc. are conducted by library employees: _____

Specify days, hours, and/or seasons you'd prefer to volunteer: _____

I acknowledge that I have received a copy of the DeWitt Community Library Volunteer Policy and that I meet the age requirement of 16 years or older to volunteer at the library.

Signature of Applicant: _____

**Please submit this application to the library's service counter, or via email to info@dewittlib.org
Questions? Call us at 563-659-5523**