

VOLUNTEER POLICY



Definition

A volunteer is a person who donates time, talent, or services to support the library and its activities without expectation of future employment, wages, benefits, or compensation of any kind.

How to Become a Volunteer

Volunteers will be required to fill out an application. The application is available on our website or a paper copy is available at the Huron Public Library.

A library card is required to be a volunteer for the Huron Public Library.

Volunteers may be asked to bring a letter of recommendation from someone other than a family member.

Volunteers may be subject to a background check.

Job Training

Before beginning a volunteer assignment, the supervisor will be responsible for the following:

- Take the volunteer on a tour of the building
- Introduce volunteer to library staff
- Review Huron Public Library Handbook and Department Handbook
- Confirm work dates, times and assignments
- Provide training on any new skills needed to perform assigned tasks
- Discuss procedures for obtaining, using and caring for needed supplies

Guidelines for Volunteers

Volunteers will be informed of and agree to abide by the Huron Public Library policies and rules including the Department Employee Handbook. This will include an agreement to adhere to all information regarding patron confidentiality.

The Assistant Library Director provides oversight of the volunteer program. Volunteers will work with designated librarians as it pertains to the project.

Each volunteer will be provided with appropriate training and feedback. The volunteer will be expected to be self-motivated and able to work independently.

The library will demonstrate its appreciation for the time, talent, and effort contributed by volunteers by providing appropriate recognition.

Records will be maintained of volunteer time, contact information, and activities, and will provide the documentation needed to verify volunteer service.

No one who is a convicted Sex Offender and on the Sex Offender list will be allowed to volunteer at the library under any circumstances.

The Huron Public Library reserves the right to conduct a background check at the library's discretion.

The use of, dismissal of, and discontinued use of a volunteer is left to the discretion of the Library Director.

Attitude

Volunteering is an important job because it represents the Library, so smile! A volunteer will be helping the staff and the public so be prepared to be pleasant, friendly, and helpful! A volunteer is a valuable resource for the library.

Responsibilities

Volunteers have specific responsibilities. These include:

- To be open and honest regarding intent, goals, and skills.
- To accept only realistic assignments and have a clear understanding of the job.
- To carry out duties promptly and reliably.
- To cooperate with the staff and accept the guidance and direction of the Library staff.
- To understand the function of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of volunteer responsibility.
- To follow the policy of confidentiality.
- To be punctual, and notify your library of absences as much in advance as possible.
- To notify the library if you change or decide to end your volunteer time with the library.

Opportunities

Tasks that may be performed by volunteers are listed below, however, not all opportunities are available at all times.

- Shelve books and other materials
- Dust shelves
- Shelf read
- Help with programs or projects
- Driver for Home Delivery
 - Adults only, valid SD license, use of personal vehicle required

Huron Public Library



Volunteer Application

PERSONAL INFORMATION

Name: _____

Email Address: _____

Telephone: _____

Address: _____

In case of emergency, notify (Name): _____

Telephone: _____ Relationship: _____

VOLUNTEER INTERESTS

Why do you want to volunteer?

Do you speak and/or translate another language, if so which language(s)?

I understand I am required to have a library card. _____ (Initial)

I understand I may be asked to give a reference. _____ (Initial)

I understand I may be asked to complete a background check. _____ (Initial)

I am interested in assisting with:

For each day, indicate the times you might be available to complete a two or three hour shift:

Mon: _____ to _____

Tues: _____ to _____

Wed: _____ to _____

Thurs: _____ to _____

Fri: _____ to _____

Sat: _____ to _____

By completing and submitting this application, I hereby certify, understand, and agree that I am applying for a position as a volunteer, as that term is defined by the Fair Labor Standards Act, and that any services that I may provide to the Huron Public Library will be rendered solely in my capacity as a volunteer, and free from coercion or duress.

I further certify, understand, and agree that, in consideration for my services as a volunteer, I will receive no compensation, wages, earnings, or benefits from the Library, and I maintain no expectation or hope of receiving any compensation, wages, earnings, or benefits, nor has the Library, or any employee or agent thereof, made any representation or promise regarding my receipt of compensation, wages, earnings, or benefits.

Finally, I expressly represent and warrant that I desire to be engaged by the Library as a volunteer for civic, charitable, or humanitarian reasons, purposes, or motives, and will render services in my capacity as a volunteer in accordance with such reasons, purposes, or motives.

I understand that I am making a commitment to work my assigned time. If I am unable to work, I will notify the Library immediately. If I no longer want to volunteer, I will notify the Library Director.

Volunteer Signature: _____ Date: _____

Huron Public Library

Parental Consent Form for Volunteers 15-18 years of age



In compliance with state and federal laws, no child under the age of 14 will be considered for volunteer work at the library.

Name of Volunteer: _____

Name of Parent or Legal Guardian: _____

Parent or Legal Guardian Contact Information:

Address: _____

Telephone: _____

Email address: _____

I, _____, am the parent or legal guardian of _____ and give permission for him/her to volunteer at the Huron Public Library.

Parent or Legal Guardian Signature: _____ Date: _____