

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

VOLUNTEER POLICY

The participants in the Algona Public Library's Volunteer Services Program contribute effort and other assets to provide quality library collections, services and programs. The program creates opportunities for individuals to attain personal satisfaction while performing a valuable service for the community.

The volunteer program serves the needs throughout all Library departments and services. Volunteers help Algona Public Library expand and enrich its services. Volunteers will not be used to replace the work done by paid library staff.

Volunteers shall be recruited without regard to age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

A volunteer is a person who performs tasks for the Algona Public Library without receipt or expectation of wages, benefits or compensation (including travel expenses) of any kind. Examples include members of Algona Public Library Board and Friends of the Algona Public Library Board. There are also service volunteers, who supplement the work of the Library staff.

Service volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior standards as employees. They participate at the sole option of Library management. Volunteers need not be members of the Friends of the Algona Public Library.

The City of Algona does not provide workers compensation coverage for volunteers unless required to by law. The City does not provide liability coverage to volunteers. Only the volunteer's own car insurance coverage will cover insurance claims.

Service volunteers will fill out applications, which will be kept on file by the Library administration. Minor children may work as volunteers only with the written consent of a parent or legal guardian in roles deemed appropriate by Library management. As volunteers of the Library frequently work with children and the elderly, **a background check, and where applicable, reference checking are required before any candidate can begin an assignment**; background checks will be completed on an annual basis. Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application.

To encourage volunteerism and to ensure a positive experience, the Library will:

- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Maintain accurate volunteer demographic data, including hours worked

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff person. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for assistance. All volunteers should keep their supervisor informed of their projects and of any schedule changes.

A volunteer may be terminated at any time at the Library's sole discretion with or without cause. Causes for termination include but not limited to:

- Negative attitude, offensive language, inappropriate dress, or misconduct
- Violation of City, State, or Federal laws
- Harassment
- Unexcused absences

A volunteer will be issued a verbal and written warning before being terminated for any reason other than their work assignment is complete

Volunteers may not:

- Utilize public funds. Any purchases made to support volunteer programs using public funds must be made by Library Staff. Any purchases made by the volunteer are considered a donation to the Library.
- Perform activities that could reveal confidential information
- Use the Integrated Library System (ILS)

Volunteer Computer Use:

At the discretion of Library Staff, volunteers may use technology otherwise restricted to staff use; these items may include, but are not limited to laptops, tablets, and ereaders. With approval from Library Staff, volunteers may take Library technology off-site for the sole purpose of their assigned duty. Any damages that occur during use may be the responsibility of the volunteer.

Adopted: 2016