Adopted_____
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Volunteer Policy – Weyauwega Public Library

Purpose and Intent

The Weyauwega Public Library Volunteer Services Program supplements the efforts of paid library staff. Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective. The volunteer program creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. They are liaisons to the community and by their contribution are advocates for quality library service.

1. A volunteer is a person who performs tasks for the Weyauwega Public Library without wages, benefits, or compensation (including travel expenses) of any kind. This policy covers service volunteers, who do work for the library and function in ways similar to staff.

2. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. The library considers them valued representatives and expects a commitment to the job from volunteers. They work with the status of *at will* employees. Volunteers are bound by guidelines and rules regarding staff such as codes of dress, decorum, and privacy and confidentiality issues of library users and staff.

3. The City of Weyauwega does not provide workers compensation coverage for volunteers. Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the city is negligent. Only the volunteer's own auto coverage will cover auto claims.

4. Anyone of any age is welcome to volunteer at the library. Ages 14 to 17 may apply to volunteer for the Library in positions for which they are qualified and written parental permission may be required.

5. All volunteers will be required to fill out a volunteer application form which will be kept on file at the library. All volunteers will be asked to sign a waiver so that a criminal background check/history can be run from the information provided on the volunteer application form.