

Middleton Community Library

Volunteer Program

Mission, Vision, and Policies

About the Program

Mission

To utilize the community to better serve the community.

Vision

The program is looking to fill several very specific volunteer job positions, with varying tasks that will greatly improve the user experience here at the library.

Values

The library and its volunteer program exist in order to serve the public. As such, we believe in treating everyone equally, fairly, and providing everyone the opportunity to learn and grow—be that through reading, writing, interacting or volunteering.

Who Can Volunteer?

Age

The volunteer program will accept volunteers who are 13 years of age or older.

Skills

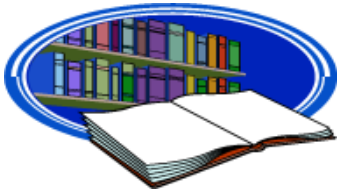
Volunteers are asked to be flexible in the tasks they perform, and to have good communication skills. They must be able to follow instructions and work independently, with the ability to work in a group if the need arises. Further qualifications will be discussed in specific volunteer job descriptions.

Time Commitment

The library has several different positions available and will vary on an individual basis. Library staff will work out a schedule that fits with library hours, the volunteer's needs, as well as other volunteers.

Due to prior issues, the library does not allow individuals to complete court-appointed community service or volunteer hours.

Approval for all volunteers is at the discretion of the library director.



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Expectations

Conduct

Volunteers are, like staff, representatives of the library. They should present a positive image to patrons and the community and are expected to act in accordance with the same rules as the staff.

Dress Code

Volunteers must dress appropriately for their duties and are expected to follow the same dress code as the staff.

Training and Supervision

Volunteers will be expected to go through a short orientation and training period when they begin volunteering. The training will be covered in greater detail in the volunteer job descriptions, as each position has tasks different than the others. Volunteers on duty are to be supervised by library staff when available.

After You Start Volunteering

Record Management

The library maintains records on each volunteer who puts in an application. These include dates of volunteer service, duties performed, evaluations, training, and any awards or special recognition gained throughout the program. These records are completely confidential, and volunteers are responsible for submitting updated information for these records.

Evaluation

Just like an employee, it is important for volunteers to get feedback on their work. Volunteers will receive periodic evaluations to review their performance. These evaluations will also allow the volunteer a chance to voice any concerns.

Recognition and Benefits

- Volunteers who have committed at least 20 hours of service will be able to use the library as a professional reference.
- Volunteers who have committed at least 30 hours of service in over 3 months will be able to ignore late fines on overdue items (within reason, at the discretion of the circulation services manager) as long as volunteer service continues.