

POYNETTE AREA PUBLIC LIBRARY VOLUNTEER POLICY

Poynette Area Public Library volunteers supplement the efforts of paid library staff to provide quality library collections, services, and programs.

A. STATUS WITHIN THE ORGANIZATION

1. Volunteering allows area residents to become familiar with the library and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.
2. Volunteers are not “subject workers” as defined by the state workers’ compensation law; therefore, they do not have worker’s compensation coverage.
3. Volunteers will be given an overview of the library and relevant training.
4. Volunteers will be supervised by the librarian on duty. Performance concerns will be addressed by the Director. Volunteer service may be terminated by the Director, if necessary.
5. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work, conduct and behavior codes as library employees.

B. REQUIREMENTS

1. Volunteers who would like to work on a regular basis must complete an “*Application for Volunteer Service*” and sign the “*Volunteer Waiver Form*” (below).
2. Minor children may only work as volunteers with the written consent of a parent or legal guardian.
3. Volunteers 18 and older may begin serving at the library pending satisfactory results of a background check.
4. The library shall not be responsible for damage to a volunteer’s personal property regardless of whether the damage occurred while the volunteer is performing authorized library duties or not. If private property is damaged in that context, the library shall make a thorough investigation of the incident and complete a report of the findings.

[Volunteer Application - Waiver.docx](#)