

Kimberly Public Library

Volunteer and Community Service Policy

Adopted May 17, 2021

Purpose and Scope

The Kimberly Public Library encourages individuals and groups to volunteer their time and efforts in service to the library. Volunteers do not replace paid staff and are not considered employees of the library; however, volunteers can provide important support services to paid staff and/or work on special projects.

Participants in the library's volunteer program learn more about the library and its place in the community and observe firsthand how the library serves community needs.

Policy Guidelines

1. Volunteers must be at least 10 years old and those under the age of 16 must have a parent or guardian provide written permission for their minor child to volunteer.
2. Prior to being assigned to a department volunteer position, all applicants must fill out an application form and meet with the department supervisor.
3. All volunteers will be subject to a criminal background check performed by the Library Director. In place of a background check, minors age 10 – 12 may provide a written letter of reference from a teacher or mentor who works or resides in the Fox Valley.
4. The number and type of volunteers accepted are based on the amount of work and supervisory time available. If there are no open positions available, applicants may request that they be placed on the waiting list.
5. Application forms of volunteers who are on the waiting list are kept on file for one year, subject to review, should a suitable volunteer position become available.
6. Library volunteers are to be given meaningful job assignments.
7. Due to the extreme amount of training required and to issues of accountability, volunteers generally do not staff public service areas, nor do they work with confidential patron data.
8. Volunteers are expected to call if they are not able to work their scheduled time.
9. In the event that a volunteer is not able to adequately perform the duties assigned to him/her, the supervisor will make every effort to reassign the volunteer.

Community Service

The library accepts community service workers, court mandated or affiliated with school or another organization at the discretion of the Library Director and subject to a criminal background check. The library may consult with Metro PD for assistance in evaluating the potential risk of any potential volunteer or community service worker poses to staff and patrons. Workers will be asked to agree to a code of conduct and a schedule. Community service will be terminated if the code of conduct is breached.