

Messenger Public Library Adult Volunteer Program

Volunteer Mission Statement

The mission of the MPL Volunteer Program is:

- To enhance the Library's ability to provide quality services to the public
- To provide community members with constructive and rewarding opportunities to serve the community and the Library
- To build public awareness of how the Library operates
- To develop closer ties to the Library community
- To increase the effectiveness of paid staff

Messenger Public Library Adult Volunteer Policy

Volunteers are defined as persons who perform duties or tasks for the Library without wages or benefits. The Library does not provide workman's compensation, medical coverage, or liability insurance for volunteers. Community service workers shall work under the same guidelines as other Library volunteers and in compliance with their organization.

The Library shall designate a Volunteer Coordinator to oversee the Volunteer Program. Each department that uses volunteers shall designate a Volunteer Supervisor to train, supervise, and evaluate volunteers.

To be accepted as a volunteer at the Library, a volunteer application form must be completed, and interview conducted, and references must provide a positive recommendation for the person applying. In addition, the Library shall conduct a background check within the Sex Offenders Registry will be conducted for all adult volunteers (eighteen years old and older). The Library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason.

Volunteers must be able to follow verbal and written instructions; must have the skills commensurate with the assigned job duties; must be willing to abide by Library work rules; and must be willing to perform all work as assigned by the Supervisor.

Volunteers will not be accepted if there is no suitable job match when skills, interests, and schedules are considered. In that case, the application will be kept on file for one year and the volunteer contacted if an appropriate volunteer job becomes available.

Volunteers will not replace paid staff and will provide special, unusual, or supplemental services.

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 will not discriminate against a qualified volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political or religious affiliation, or disability.

Adult volunteers (age 18 and older) who wish to volunteer for a one-time event will be allowed to volunteer under these conditions:

- The volunteer will provide his/her name, address, phone number and emergency contact.
- The Library volunteer will be supervised at all times by Library staff or by a volunteer who has completed the interview and screening process.

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