

BRAINERD MEMORIAL LIBRARY

POLICIES REGARDING VOLUNTEERS

Brainerd Memorial Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of Brainerd Memorial Library and the rules covered in the volunteer handbook. Volunteers are selected and retained for as long as the library needs their services.

Brainerd Memorial Library uses volunteers to perform tasks not assigned to staff and to enhance library services to the community. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Their services will supplement, but not replace, regular services.

Volunteers are selected based on their qualifications and the current needs of the library. Selection of volunteers is the responsibility of the Library Director. Prospective volunteers must complete an application form and have an interview with the Library Director and/or the staff member with whom the volunteers will work. Application forms of volunteers who are not selected will be kept on file for one year, subject to review should a suitable volunteer position become available during that period.

A volunteer selected for work on a special project will discontinue service when that project is completed, unless other arrangements have been made

Volunteers are trained by, work with, and take direction from an assigned library staff member who is responsible for their work. The supervising staff member may also recommend removal of a volunteer from service. A copy of the library's Volunteer Information manual will be given to each volunteer selected. This manual contains information about the library, rules and procedures volunteers are expected to follow, and answers to questions that library volunteers commonly raise.

Work schedules and specific time commitments will be arranged individually by each volunteer with his or her supervisor. Work will be scheduled during hours when adequate supervision is available. Volunteers will record the number of hours worked at the end of each volunteer period.

Persons who seek volunteer assignments at the Brainerd Memorial Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

In the event that a volunteer is not able to adequately perform the duties assigned to him or her the library will make an effort to reassign the volunteer if another volunteer position exists at the time.

.Volunteers may apply for paid positions under the same conditions as other outside applicants.

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