

SUN PRAIRIE PUBLIC LIBRARY

VOLUNTEER POLICY

I. Purpose

The purpose of the volunteer program is to supplement and enrich library activities and programming and provide support for Friends of the Library activities and the Friends Read Before Book Store.

II. Use of Volunteers

Volunteers shall not supplant library staff. Library staff shall not be terminated or have hours reduced due to the availability of volunteers. The use of library volunteers shall be at the discretion of the library director.

III. What is Expected of Volunteers

Expectations for volunteers are outlined in the *Volunteer Handbook and Reference Manual*, which will be given to every volunteer.

Volunteers working in the library facility are expected to observe the same standards of safety and rules as library and City employees. Volunteers, for both the library and the Friends of the Sun Prairie Public Library, must fill out the library's volunteer application form and have a background check completed.

The library will provide a volunteer orientation, which will include a review of the volunteer handbook.

IV. Supervision of Volunteers

Supervision of volunteers is the responsibility of the library and/or the Friends of the Library. Each volunteer will be assigned a library supervisor or Friends volunteer supervisor. The library volunteer coordinator will be responsible for taking applications, determining volunteer assignments, completing a volunteer orientation and assigning a work supervisor. The library volunteer coordinator will be available for consultation for resolution of work problems and/or complaints for both supervisors and volunteers.

V. Termination of Volunteers

All volunteers will be held to the same standards of behavior and rules that library employees are held to regarding unacceptable activities. Volunteers who fail to perform volunteer assignments satisfactorily may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to be heard by the volunteer coordinator and/or the library director.

VI. Recognition of Volunteers

It is important to recognize volunteers for the valuable work they do for the community and for the service they provide for the library.

An Awards Committee, representing the library board, staff and the Friends of the Library, shall meet annually according to the *Guidelines for Recognition Awards*, to select volunteers to be honored each year.

Adopted October 10, 2002

Amended October 9, 2008