

SUN PRAIRIE PUBLIC LIBRARY

VOLUNTEER POLICY

I. Use of Volunteers

- A. 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.

II. What is Expected of Volunteers

- A. Volunteer orientations, scheduled with each volunteer by the library volunteer coordinator, includes a review of the volunteer job descriptions and policies and procedures outlined in the online volunteer section of the library website at www.sunlib.org. Volunteer expectations and requirements are discussed.
- B. Volunteers working in the library facility are expected to observe the same standards of safety and rules as library and City employees. Volunteers for the library and the Library Board must fill out the library's volunteer application form and have a background check completed. Volunteers for the Friends of the Sun Prairie Public Library and the Sun Prairie Public Library Foundation should follow the volunteer policy set by those organizations. Volunteers must be at least 18 years old, except those participating in the Teen Volunteer Program (as described below) or youth volunteers referred through partnership programs.
- C. During emergencies, library staff may limit volunteer activity.

III. Supervision of Volunteers

- A. Supervision of volunteers is the responsibility 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, discussing and directing 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.
- B. Teen Volunteer program. The VolunTeen program is for youth in Grades 6th through 12th and is administered by the Youth Services Department. New applications are typically accepted in the spring.

IV. Termination of Volunteers

- A. 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.

V. Recognition of Volunteers

- A. It is important to recognize volunteers for the valuable work they do for the community and for the service they provide for the library.
- B. An ad hoc committee of library staff shall meet annually to select volunteers to be honored each year.

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