

BELLAIRE PUBLIC LIBRARY

VOLUNTEER POLICY

Volunteering for the Bellaire Public Library can be a rewarding and exciting experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in Library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

Based on Fair Labor Standards, volunteers supplement the work of Library staff, and enrich its services. Volunteers will not be used to replace the work done by paid Library staff.

We support the effective utilization of volunteer time and talent as a way to:

1. Assist staff, as needed.
2. Add services of value to new and existing programs.
3. Promote public awareness of Library services.
4. Increase involvement and support of the Library by the public.
5. Promote civic engagement by employees of local businesses.

Volunteers shall be recruited without regard to an individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of eighteen (18) must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of fourteen (14). Volunteers, from fourteen (14) up to seventeen (17), may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

The Library does not provide any medical, health, accident or worker's compensation benefits for any volunteer.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

1. Provide a staff person designated to administer the volunteer program.
2. Endeavor to assign volunteers to positions that reflect their skills and interests while meeting the needs of the Library.
3. Where necessary, provide orientation and training to prepare the volunteers to perform their duties.

4. Provide volunteer supervision in accordance with sound supervisory practices and Library policies.

Individuals interested in volunteering at the Library must fill out an application.

Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements. The Library may not accept every volunteer application. If accepted a volunteer must sign a Confidentiality Agreement.

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

Adopted: 04/21/2014

Amended: 05/15/2015

Amended: 04/21/2017

Amended: 12/14/2018

Bellaire Public Library Volunteer Job Description

Volunteer Title/Position: Volunteer Library Aide

Goal of Position: Assist the Library staff in keeping the Library materials organized and clean.

Duties/Responsibilities:

1. Stocking book sale shelves, tax forms in season, and copier.
2. Organizing periodicals.
3. Shelf books.
4. Clean books and mend labels.
5. Put away videos, DVDs and paperback materials.
6. Change seasonal decorations.
7. Miscellaneous duties as may be assigned.
8. Shelf reading and general pick-up.
9. Assist with Programs such as the Wednesday morning story hour, Summer Reading Program, BPL and/or FOL sponsored programs.

Time commitment: 2 to 4 hours per week.

Qualifications: Have good reading skills; ability to work independently with minimal supervision; ability to understand and follow simple directions. Must have the ability to positively interact with the public and Library staff.

Training: 1 – 2 hours training in Library policies and proper procedures for cleaning and shelving books.

Importance of job to the Library: A volunteer is needed to assist the Library staff in keeping Library materials in order, clean, and easy to locate. Volunteering time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in Library services.

Supervised by: Library Director or Library staff

Adopted: 04/21/2014

Amended: 05/15/2015

Amended: 04/21/2017

Bellaire Public Library
P.O. Box 477
Bellaire, MI 49615
bellairelibrary@torchlake.com

Volunteer Application

Name _____

Under 18 Years Old _____ Over 18 Years Old _____

Address _____

Home Phone _____ Cell _____ Work _____

Email Address _____ Employer _____

Have you ever been convicted of a felony? _____

Is this volunteer service court-ordered? ____ Yes ____ No (If Yes, please explain)

What date are you available to start volunteer service? _____

How many hours per week can you volunteer? _____

What days (circle) and times (put in second column) are you available to volunteer?

Day: Time:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

If you are under the age of eighteen (18), a parent or guardian's signature is required.

I have read & understand the Volunteer Policy.

Signature: _____

Date: _____

Please check all that apply, I would like to volunteer to assist with:

Shelving _____

Organizing periodicals _____

Clean, cover & mend books _____

Change seasonal decorations _____

Shelf reading and general pick-up _____

Miscellaneous duties as may be assigned _____

I would like to help with programs for:

Kids _____

Teens _____

Adults _____

Special Events _____

Wherever I am most needed _____

Please list any special skills or experience you would like to offer:

Are you limited in any activities due to health issues? If so, please explain

Tell us why you want to volunteer at the Bellaire Public Library:

Thank you for your interest in being a volunteer!

Return application to: Bellaire Public Library

P.O. Box 477

111 S. Bridge St.

Bellaire, MI 49615

For questions please call: Jane Gyulveszi, Library Director

231-533-8814

FOR STAFF USE ONLY:

Starting Date: _____ Ending Date: _____

Adopted: 04/21/2014

Amended: 05/15/2015

BELLAIRE PUBLIC LIBRARY
CONFIDENTIALITY AGREEMENT

All Bellaire Public Library (“Library”) employees, interns and volunteers are required to protect each Library patron’s right to privacy. According to the Library Privacy Act (1982 PA 455, MCL 397.601 *et seq.*) this applies to Library circulation records and personal information kept for the purpose of identifying the borrower of items available in libraries. Library circulation records and personal information are strictly confidential unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, the Library Director or board member should be notified immediately.

Employees, interns and volunteers are required to strictly maintain the privacy of Library patrons by not divulging any personal account information, including titles and subject matter of materials used or borrowed, to anyone other than Library personnel. I understand and agree to the Confidentiality Agreement as described. I also understand that violating this policy may result in possible dismissal from my position with the Library.

Name (please print)

Signature

Received by: _____
Library Director

Date

Adopted: 12/14/2018