

WAUKESHA PUBLIC LIBRARY

POLICY: VOLUNTEERS, USE OF

Approved by Library Board: 5/12/11

Number: F-3

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Individuals and groups are encouraged to contribute their time and energy to the Waukesha Public Library Volunteer Program. This volunteerism is valued and appreciated by the Library Board and the Library Administration.

The number and type of volunteers accepted is based on the amount of work projects and supervisory time available. Groups looking to volunteer will be approved on a case-by-case basis. Volunteers customarily work daytime hours at the library, when supervisors are more readily available.

Potential volunteers must complete a confidential 'Volunteer Application.' This form includes basic information about the applicant(s). For individuals over 18 years of age, authorization is also required for a City-mandated 'background check' to be conducted by Waukesha Police Department staff.

Potential library volunteers must sign a confidential 'Volunteer Agreement.' This is comprised of a list of library expectations of all volunteers. It includes, but is not limited to: a 'hold harmless' statement, human resources policies, library procedures, appropriate behavior and dress, cooperative working relationships, and emergency medical authorization.

The Circulation Services Supervisor coordinates the Volunteer Program. He/She oversees the application process with the assistance of the Library Associate, Programming and Public Information: interviewing, selection and training. The Circulation Services Supervisor also works in conjunction with the Manager of Children's Services to coordinate volunteers for the children's summer reading program. The Deputy Library Director coordinates the program with the City of Waukesha's volunteer initiatives, organizes and coordinates volunteer recognition, updates volunteer application forms, and with other key library staff, assesses and improves the library's overall volunteer program.