

Solon Public Library Volunteer Policy

About Volunteer Policy

The Solon Public Library volunteer program is an important extension of the Library Staff. Volunteers perform a wide variety of tasks that are vital to the Library. Volunteers perform a service of their own free will and contribute time, energy and talents directly or on behalf of our Library. Volunteers are not paid and do not take the place of Library Staff. This policy is designed to provide guidelines for using and supporting our library volunteers.

Policy

Utilization of Volunteers

The Solon Public Library seeks and welcomes volunteers from the community to:

- Implement programs and services that further its goals and objectives not funded in the regular budget.
- Establish a core group of volunteers to assist with large projects that require additional staffing, to be on-call for tasks occurring on an intermittent basis, or to provide regular on-going assistance.
- Create and facilitate strong community connections so that volunteers become empowered in their knowledge and advocate for library services and needs when they are in the larger community.
- Provide meaningful experiences for special groups, such as community service clients, personal development classes, students, special needs populations, and others, as staffing permits and suitable jobs are available.

After fulfilling library procedures, the library accepts and encourages the involvement of volunteers within appropriate programs and activities. Library Staff will make every effort to use the skills and interests of volunteers to their best advantage.

Guidelines:

- Volunteers must abide by the policies, procedures, goals, and services of the Solon Public Library.
- Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
- Volunteers may start service in 6th grade with parental permission for those under the age of 14.
- Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.
- Volunteers will receive orientation training from designated Library Staff including the mission of the Library, its services, relevant policies, and a general list of tasks that can be performed.
- Volunteers are responsible for maintaining the confidentiality of ALL Library information, and the volunteer will sign a confidentiality agreement form.
- Volunteers will wear a volunteer badge while performing volunteer work at the Library.

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- Volunteers will work under the supervision of paid Library Staff.
- Volunteers represent the Library and its Staff. Volunteers will conduct themselves in a friendly and professional manner.
- Volunteers will be covered with respect to liability insurance in relation to their duties at the Library.
- Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.
- Volunteers may be used to augment basic services but will not be used to replace paid Library Staff positions.
- The Library Staff will, upon request, provide a letter of reference for a volunteer, if deemed appropriate. Records of volunteer time will be kept for one year for use by the volunteer.
- The Solon Public Library reserves the right to terminate the services of the volunteer.

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Volunteer Confidentiality Agreement

This is to certify that I, _____, a volunteer of the Solon Public Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about patrons, community members, families, employees, as well as any other information otherwise marked or known to be confidential.

I have read and understand and have had the opportunity to have my questions answered regarding the Confidentiality of Patrons in the Circulation Policy. Failure to uphold this agreement will result in immediate termination of the volunteer position.

Signature of Volunteer

Date

Signature of Library Staff Member

Date