

VOLUNTEER WORKERS

The Volunteer Program of the Jefferson County Library System is designed to enhance and expand public service to the community. Volunteers learn more about the library serves the community's needs.

Definition: A volunteer is an individual, 16 years or older, who assists with work done at the individual libraries and receives no paid time for hours volunteered. Exception to the age limit may be made at the discretion of the library director. The library will NOT provide any medical, health, accident, or worker's compensation to any volunteer.

Other Requirements:

Be at work on time for volunteer hours and notify the library if this is not possible.

Follow the directions of the library director as to duties assigned.

Must be able to communicate clearly and meet the requirements of the assignments.

Respond appropriately to requests from library customers.

Project a positive outlook and a willingness to assist.

Be subject to all library policies and procedures.

Name tags are to be worn at all times.

A record of dates and hours worked are to be kept at the library.

Conform to the library's dress code policy.

Be VERY aware of the liability related to privacy of information regarding customers.

Recruitment and Supervision:

Volunteers will be recruited by the library staff through personal contact, library web-site, in-library publicity or through requests from organizations.

Volunteers will work under the direct supervision of the library director or the library assistant in charge.

The volunteer forms as to information and education are to be completed by the volunteer and library director.

Training will be provided by the library director or assistant with a written list of duties to be assigned.

Volunteers may be dismissed by the director according to a particular situation.

Volunteer Opportunities:

Assist with shelving of books and other library materials.

Assist with the summer reading program.

Provide assistance during the Friends' book sales

Assist with other duties as assigned:

VOLUNTEER EDUCATION FORM

Name _____

Date _____

All library policies, including privacy and confidentiality of information, that affect my volunteer services, have been explained to me. I fully understand these policies and agree to abide by them as a library volunteer. A copy of the volunteer policy has been given to me for reference.

Signature of Volunteer _____

Signature of Parent or Guardian if Volunteer is a minor _____

Library Director _____