

Volunteers

Waverly Public Library
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Volunteers Policy

The Waverly Public Library seeks and welcomes volunteers from the community in order to:

- A. Implement programs and services that further its goals and objectives not funded in the regular budget.
- B. 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.
- C. 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.
- D. 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.

Recruitment for volunteer positions, applicant screening, coordination of applications, and placement is the responsibility of the Volunteer Coordinator. In general, the Library accepts applications from individuals age 12 and older. Exceptions must be approved by the Volunteer Coordinator.

General employment practices are used in the recruitment, placement, supervision, and possible termination of all volunteer positions.

- A. A Volunteer Handbook includes volunteer role descriptions, information about the Waverly Public Library volunteer program, and volunteer rights, protections, and recognition.
- B. Approved applicants are placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.
- C. Volunteers work under the supervision of Library staff.
- D. Volunteers observe regular work rules in accordance with policy while engaged in work for the Library.
- E. Library staff reserves the right to terminate a volunteer if the volunteer's performance does not meet the standards for the job in which they have been placed.
- F. Volunteers augment basic services but do not replace paid Library staff positions.
- G. Each year the Library recognizes volunteers for their service during the previous year.

The Library will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability.

Approved 2-14-23 scdm