

## WAUKESHA PUBLIC LIBRARY

**POLICY: VOLUNTEER PROGRAM**

Approved by Library Board: 5/11/17

Number: F-3

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All individuals, ages 8<sup>th</sup> grade and up, or groups are encouraged to contribute their time and talents to the Waukesha Public Library Volunteer Program. The Library Board and Library Administration appreciate and value its volunteers.

Volunteer opportunities are available during operational hours. Hours will vary based on the needs of the department and supervisor availability. Groups seeking volunteer opportunities at the Library are approved on a case-by-case basis.

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' 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 Adult Volunteer Program. He/She oversees the application process; interviewing, selecting, and training volunteers. The Children's Services Manager coordinates the Children's Volunteer Program. He/She oversees the application process; interviewing, selecting, and training volunteers. The Head of Program Development & Community Engagement administers the program in accordance 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.