

WAUKESHA PUBLIC LIBRARY

POLICY: VOLUNTEER PROGRAM

Approved by Library Board: 8/10/2023

Number: F-3

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The Waukesha Public Library's Board of Directors and Library Administration recognizes the great contributions that volunteers can make to the Library and its community. Volunteers enhance the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. For citizens, volunteer opportunities offer a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. At the Waukesha Public Library, volunteers are used to supplement, rather than replace the work done by Library staff.

Groups seeking volunteer opportunities at the Library are approved on a case-by-case basis.

Potential volunteers must complete a '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.

The Community Engagement Services Manager 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. The Volunteer Coordinator oversees the application process; selecting, and training volunteers.

GUIDELINES FOR VOLUNTEERS

Volunteers are to act in accordance with Library rules, regulations, and policies and to reflect positive customer service attitudes to all Library patrons.

The Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library or make changes in their volunteer assignment.

Volunteers will report any injuries incurred while volunteering to the Volunteer Coordinator or library management.

Volunteers must be in 8th grade and up.

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Volunteers are not employees of the library and are not covered under any Worker's Compensation plan.

To end a volunteer commitment, the volunteer is asked to notify the Volunteer Coordinator or library management.