



# Volunteer Policy of the Sam T. Wilson Public Library

## *I. The Purpose of Volunteers*

- The Sam T. Wilson Public Library encourages and rewards volunteer activity. By partnering with volunteers, the library hopes to further involve community members in its ongoing improvement and continued success. The library recognizes the unique talents, knowledge, and expertise that volunteers provide to the community.

## *II. Types of Work and Work Requirements*

- Volunteers perform a wide array of tasks including clerical work, help with special events, shelving library materials, and many other tasks as well. The volunteer is required— along with filling out the initial application—to undergo a brief interview to determine the potential volunteer’s job interests at the library and his or her suitability for a particular volunteer position. The library does not accept court-mandated “volunteer” workers.
- Volunteers younger than 12 years of age must be accompanied by a parent or legal guardian for the duration of their volunteer service.

## *III. Dress Code*

- Volunteers working in a public service capacity are expected to conform to the library’s employee dress code. Volunteers in behind-the-scenes positions, such as sorting books for the library’s book sale, should dress appropriately for the conditions and performance of their duties.

## *IV. Volunteer Benefits and Required Service*

- The library strives to encourage volunteer activity by rewarding and recognizing service. Depending on the amount of time worked in a given year, a volunteer will be rewarded and/or receive special recognition for service performed. Listed below are the number of hours worked with their corresponding rewards:
  1. Any service—A certificate of appreciation.
  2. Special event service—Any special privileges associated with the event and a certificate of appreciation.

Volunteer service time is calculated by reviewing the volunteer sign-in sheet. The volunteer coordinator will determine when a volunteer has worked the hours required for a given reward/recognition. Upon determining a volunteer’s eligibility for fee waivers, the volunteer coordinator will give the volunteer’s name to the circulation supervisor so that he or she can make the appropriate adjustments to the volunteer’s account. All volunteer sign-in sheets for the preceding month must be turned in at the beginning of each month.