

**KIRKENDALL PUBLIC LIBRARY
ANKENY, IOWA**

The Mission of the Kirkendall Public Library

To be a welcoming and inclusive community center of learning experiences and entertainment, interaction, and connection

SUBJECT: VOLUNTEERS

BACKGROUND: The Ankeny Kirkendall Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the Library. Volunteers may work on short-term projects or programs or give continuing service over an extended period of time.

POLICY: The Library will review applications of those who wish to contribute their time, energy and talents directly or on behalf of the Library and in an unpaid position.

The Library views the active participation of citizens as a valuable resource to the Library. The Library accepts and encourages the involvement of volunteers in the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to involvement and participation and the right to recognition of their work.

PROCEDURE:

- A. Volunteer work will be coordinated by the Volunteer Coordinator or by a designated staff member who will provide for recruitment, scheduling, evaluation, and appropriate recognition of all volunteers.
- B. Attempts will be made to assign volunteers meaningful work, which makes use of their talents, expertise, training and interests. Volunteers will be given orientation and a job description for the work assigned. Volunteers will not take the place of established staff positions.
- C. Persons volunteering for service at the Library will apply to the designated volunteer coordinator and fill out the volunteer form and a background check will be performed for volunteers 16 or older
- D. The volunteer shall work under the limited supervision of a paid library staff member.
- E. A work schedule may be established as an aid for the volunteer coordinator and the volunteer.
- F. Volunteers will observe regular work rules of the Library.
- G. All volunteers must be 12 years old or in 6th grade unless specially designated by the Volunteer Coordinator.
- H. Possible areas of volunteer activities include but are not limited to: shelving books, reading shelves, assisting with inventory, assisting with materials' repairs, assisting with collection arrangement, assisting with programs and projects, assisting with the Summer Reading Program, and assisting with special events.

Adopted by Library Board of Trustees 2002

Revised:

April 17, 2014

August 19, 2021