

JOHN A STAHL LIBRARY

Volunteer Policy

Purpose: The John A Stahl Library encourages volunteers to supplement the efforts of paid library staff to provide quality library collections, services and programs; serve as a method for area residents to become familiar with the library; to library fundraising activities and create opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is a person who performs tasks for the John A Stahl Library without wages, benefits or compensation of any kind.
2. Volunteers must have a library card at the John A Stahl Library and be in good standing.
3. Volunteers are recognized by the public as representative of the library and shall be guided by the same work and behavior codes as an employee.
4. Nothing in this policy creates a contract between the volunteer and the library. Both the volunteer and the library can terminate their association at any time, for any reason, without any cause being stated
5. Neither the City of West Point nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.
6. Volunteers who work on a regular basis will fill out volunteer information registration forms which will be kept on file at the Library. Volunteers under the age of 18 must have the consent of a parent or legal guardian. Volunteers under the age of 18 may not work without direct supervision by a staff member or an adult volunteer.
7. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director.
8. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.

I have read and understand the John A Stahl Library's Volunteer Policy.

Signature _____ Date _____

Board approved 05/23/2022