



## **Volunteer Policy**

The Logan Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The Logan Public Library shall make use of the services of interested volunteers to supplement and not to replace the work by library staff.

Volunteers will work with and be trained by the staff of the Logan Public Library. Volunteers must be age twelve (12) or older and are selected based upon their qualifications and the needs of the library at any given time.

### **Volunteer Job Description**

Volunteers may be asked to perform a variety of tasks appropriate to their skills, interests, and available time. Volunteers are ambassadors of the Logan Public Library and are expected to interact with library patrons and staff in a courteous and professional manner. Customer service skills, attention to detail, and knowledge of alphabetical order are helpful.

Volunteers will have a staff member to supervise their work. This staff member is responsible for the guidance and management of the volunteer's work and be available to assist if needed.

Volunteers are expected to perform their assigned duties to the best of their abilities and be loyal to the mission, values, goals, and the Bylaws and Policies of the Logan Public Library.

Volunteer opportunities include but are not limited to:

- Shelving books and other materials
- Dusting and light cleaning
- Assisting with public programming
- Processing new materials
- Clerical tasks and organizing
- Landscaping

Volunteers agree that the Logan Public Library may, at any time and for any reason, terminate the volunteer's relationship with the library. Volunteers may also choose to end their relationship with the library at any time by informing the Library Director.

Upon acceptance the volunteer will be provided with the Bylaws & Policies of the Logan Public Library for review. Upon completion of their review they will be asked to sign the confirmation page to be retained with their volunteer application on file.

Volunteers will be provided with all training & materials necessary to complete their assigned job duties. Library staff will work with volunteers to ensure their volunteer experience is enjoyable. Volunteer hours will be tracked by library staff.

## **Becoming a Volunteer**

Volunteers are asked to complete a volunteer application and return the form to the Logan Public Library for review. Volunteers under consideration may be subject to a background check. Volunteers under age 18 must have the application signed by a parent or legal guardian. Acceptance of an application is at the discretion of the Library Director.

## **Group Volunteer Opportunities**

Community, business or civic groups wishing to volunteer at the Logan Public Library may do so without completing the volunteer application. Groups are asked to contact the Library Director to discuss possible projects. Members of volunteer groups may be under the age of twelve (12) if under the supervision of a parent or guardian.

## **Logan-Magnolia Community School Volunteers**

Junior High and High School students of Logan-Magnolia Community Schools may volunteer without completing the volunteer application if the volunteer hours are conducted as part of a class or a graduation requirement.

## **Community Service Volunteers**

Individuals seeking to complete court mandated community service are accepted on a situational basis. Please contact the Library Director for more information.

*Updated: November 7, 2022*