



Volunteer Policy

Stevens Memorial Community Library recognizes that volunteers provide a valuable service to the library. The dedication of volunteers enhances and supports the many benefits the library provides to its community.

A Library Volunteer is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation of compensation and without benefits for their time and service.

Although the activities of Library Volunteers are subject to Stevens Memorial Community Library policy and procedure, volunteers are never utilized to replace Library Personnel.

Volunteer Guidelines

1. Those willing to become a Library Volunteer will submit a completed Library Volunteer Application to the Director. If selected, the Library Volunteer will receive an orientation prior to starting.
2. Library Volunteers are assigned tasks based on the needs of the library and that are within their individual capabilities. Volunteers will receive clear instructions regarding assigned tasks.
3. Volunteer hours are during regular operating hours, unless there is a special event outside of open hours and/or pre-approved by the Director.
4. Library Volunteers are not permitted to field reference inquiries, circulation duties, or perform any tasks assigned to Library Personnel. Volunteers may never be inside the library without Library Personnel.
5. Library Volunteers will respect the confidential information held in the library including, but not limited to, patron names, addresses, phone numbers and loan requests.
6. Library Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as Library Personnel and patrons.
7. Library Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be expected among all Library Personnel, Volunteers and patrons.
8. Library Volunteers under the age of 17 must have a guardian sign their Volunteer Application.

An individual desiring to volunteer at the library temporarily as part of a requirement for school, a scouting organization, or other group, must seek permission from the Director to complete service hours at Stevens Memorial Community Library. If this person is a minor, s/he must have a legal guardian to oversee volunteer activities. At the conclusion of service hours, all paperwork must be presented to the Director to complete.

Approved August 9, 2021 by Stevens Memorial Community Library Board of Trustees