

# XIV. Volunteers

The mission of the Mahomet Public Library volunteer program is to give community members fulfilling opportunities to use their skills to provide public service to the community; to supplement the efforts of paid library staff in meeting demands for quality public service; and to further the relationship between the public library and the community it serves. Our goal is to secure the most appropriate persons who can help us meet the needs of the library. The Mahomet Public Library will make use of the services of volunteers to supplement, not replace, the work done by library staff.

## Definitions and General Provisions

A **volunteer** is an individual who assists with work done at the Mahomet Public Library without wages, benefits, or expectation of monetary compensation of any kind.

- A **high school volunteer** is an individual in grades 9-12 or equivalent
- An **adult volunteer** is an individual 18 years of age or older
- A **Friends Volunteer** is a member of the Friends of the Mahomet Public Library group

Nothing in this policy shall be deemed to create a contract between the volunteer and the Mahomet Public Library. Both the volunteer and the library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause. If a paid library position opens, volunteer applicants will be evaluated on the same criteria as other applicants.

## Placement

Potential volunteers will complete a written application and may visit with the Volunteer Coordinator to determine the best assignment for them based on their skills and the library's needs. A background check may be made on adult volunteers. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one (1) year. Applicants will be called if a project is identified which matches their interests or qualifications.

## Training and Supervision

Volunteers will be trained by the Volunteer Coordinator and/or another library staff member. Additional training and support will be given when needed and as new tasks are assigned. Hours of volunteer service will be determined by the Volunteer Coordinator in discussion with the volunteer.

Volunteers are under the direct supervision of the Library Director. They are bound by the policies and procedures of the Mahomet Public Library, including the Confidentiality Policy. Volunteers deserve to be and shall be given the respect and courtesy given to library employees.

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