Volunteer/Intern Policy

The Lee-Whedon Memorial Library offers the opportunity for members of the community to give service to the Library while gaining satisfaction in a job well done. Library volunteers/interns assist the library staff in their efforts to provide comprehensive services to the community. Volunteers must be in 8th grade or above.

A volunteer/intern is anyone who chooses to perform services for the Library without wages, benefits, or compensation (including travel expenses) of any kind, or expectation thereof, and who performs services at the direction of the Library staff. They are not an employee of the Library.

Volunteers

A limited number of volunteer positions are available at any given time and new volunteers will be accepted only when positions open. The only exception to this may be when a student needs a short volunteer opportunity to fulfill a class assignment. The Library will make every effort to accommodate such requests but cannot guarantee that every request will be granted. Generally, the Library is unable to accommodate court-ordered community service. Exceptions may be made at the discretion of the Board.

A volunteer does not replace paid library personnel but assists staff with various assignments; thereby, enhancing the service the library performs. The following list indicates jobs appropriate for volunteers. Any of these job assignments must be made under the direction of Library personnel. Additional tasks may be assigned or added to this list with approval from the Library Director.

- Shelf Reading
- Shelving DVDs, music CDs, board books, paperbacks and other parts of the collection which are arranged alphabetically.
- Preparing materials for reshelving on return carts
- Preparing crafts for programming
- Washing book covers
- Cleaning scratched DVDs and CDs (only under supervision)
- Dusting shelves
- Assisting with programs (helping with crafts; validating reading logs and distributing prizes; etc.)
- Special projects

Volunteers will not receive training in the Library's circulation system nor will they be allowed access to the patron database. They are also not allowed to perform activities that could reveal confidential patron information.

All library users have a right to privacy and confidentiality regarding their personal information and the use they make of the library facilities, materials and websites. Staff and volunteers have an obligation to maintain confidentiality and respect privacy. Volunteers might be exposed to information of a confidential nature. Such information is not to be shared with anyone else including family, friends or acquaintances. No one is permitted to remove or make copies of any records, reports or documents. Volunteers are not permitted to use staff workstations without permission from a supervisor.

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

The library is committed to maintaining a professional and welcoming atmosphere. For that reason, volunteers who have direct contact with the public should avoid wearing attire that expresses a political or religious slogan or statement. All volunteers should refrain from wearing clothing that might be considered obscene, profane, harassing or suggestive in nature.

Interns

Interns will be supervised by the Library Director or Assistant Director. Interns will perform duties tailored towards the degree program they are enrolled in. Interns are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

Duties may include but are not limited to:

- Processing of library materials
- Circulation
- Research requests
- Assisting with programs
- Reader's Advisory
- Digitization projects
- Database creation
- Special projects