

Clear Lake Public Library

Volunteer Policy

Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talents directly and on behalf of the Clear Lake Public Library and the community; and one who is not paid by Library funds.

Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, and the right to recognition of good work.

Volunteer Guidelines

- Any interested party must complete a Clear Lake Public Library Volunteer Application form
- Applicants must be 10 years of age or older
- Applicants under 18 years of age must have consent from a parent/legal guardian prior to acceptance as a volunteer
- Applicants 18 years of age and older must also complete a Village of Clear Lake Authorization for Release of Information form
- Applicants 18 years of age and older must also complete a Village of Clear Lake Criminal Background Check form. Failure to pass the Background Check will result in the denial of being able to volunteer at the Library
- An emergency contact must be provided
- Applicants will be accepted based on library needs and the applicant's qualifications to meet those needs
- Volunteer shall not be paid for his/her services
- Volunteer is recognized by the public as a representative of the library and shall be guided by the same conduct and behavior codes as library employees
- Volunteer shall follow all policies
- Volunteer will be given an overview of the library and relevant training
- Volunteer shall perform duties as requested by library staff
- All library users have a right to privacy and confidentiality regarding their personal information and the use of library resources. A volunteer is required to respect privacy and maintain confidentiality. A volunteer may be exposed to information of a confidential nature. Such information is not to be shared with anyone else including family, friends, or acquaintances. A volunteer is not permitted to use staff workstations without permission from the Library Director

- Volunteer is prohibited from being under the influence of, using, possessing, selling, or otherwise be involved with illegal substances and alcohol
- Volunteer shall be respectful to all library patrons and staff
- Volunteer can be released from volunteer duties at any time at the discretion of the Library Director
- Neither the Village of Clear Lake nor the Clear Lake Public Library accepts any liability for the health and safety of a volunteer
- Neither the Village of Clear Lake nor the Clear Lake Public Library shall be responsible for damage to a volunteer's personal property
- Vehicle Operation – A volunteer who operates his/her own motor vehicle during the course of their volunteering must provide the Library Director with a valid driver's license and proof of insurance. It is required that the information in the volunteer's file is current so periodic requests for updates may occur.
- The Village of Clear Lake and the Clear Lake Public Library abide by the Federal Volunteer Immunity Act of 1997 (Attachment)

Tasks that may be performed by a volunteer:

- Shelf reading
- Shelving materials
- Helping with programs
- Helping with projects
- Light cleaning
- Assisting with marketing and promotion of the library
- Assisting with raising funds for the library

Benefits of being a Volunteer

- Feeling good about yourself
- A feeling of accomplishment
- Being of service to your community
- Meeting new people and making new friends
- Job training for future jobs
- Getting to know the library procedures, policies, the effort it takes to run and maintain a library
- Chances at Continuing Education Opportunities

I have read and understand the Clear Lake Public Library Volunteer Policy.

Signature: _____

Signature of Parent/Guardian: _____

Date: _____

Policy approved by Clear Lake Public Library Board of Trustees on June 6, 2023