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## VOLUNTEER POLICY

### I. Purpose and Intent

- (A) Volunteers bring the library enthusiasm, energy, added talents, and often a fresh perspective. They enhance, rather than replace, adequate staffing. They are not intended to provide basic service. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with community members, groups and organizations. Volunteers can be liaisons to the community and by their contributions are advocates for quality library service. The library and its volunteers must work together for mutual satisfaction.
- (B) The policy provides the framework for volunteer recruitment, assignment and appreciation.

### II. Program Guidelines

- (A) All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. The library's needs and each volunteer's capabilities and wishes will be taken into account when assigning volunteer tasks.
- (B) Volunteers will work under the supervision of Library Help Desk staff.
- (C) At the discretion of library Help Desk Staff, volunteers may be given a set schedule and specific tasks to complete.
- (D) Volunteers are not compensated for time spent or expenses incurred.
- (E) Volunteers are bound by the rules contained in all library policies and are expected to follow the same work and behavior guidelines as employees.
- (F) All volunteers shall complete a volunteer application form before beginning their volunteer service; exceptions may be made at the discretion of the library director for individuals completing service as part of an organized school or community group activity. This is used to assure that volunteers are involved in activities appropriate to their skills, experience, and interests. Minor children may only work as volunteers with the consent of a parent or legal guardian. All volunteers must be approved by members of the Leadership Team.
- (G) Volunteers completing court ordered community service and those with a criminal background may be accepted at the discretion of the Library Director on a case-by-case basis; depending on the availability of staff to manage and provide oversight and the nature of the offense. We are happy to work with you to fulfill your community service obligations, but we cannot accept volunteers who have a past or current:
  - Conviction of a violent or menacing nature.
  - Conviction of an offense of a sexual nature.
  - Conviction of theft or burglary.
- (H) The Village of Mount Horeb does not provide insurance coverage for volunteers.
- (I) Due to the time and resources involved in training and supervising volunteers, the Library may decide to decline, discontinue or change a volunteer's service assignment at any time in order to best benefit the library.
- (J) No one under the influence of drugs or alcohol will be permitted to volunteer.

Approved by Library Board

Date: 5/27/21