



## VOLUNTEER POLICY

### Overview and Objectives

The goal of the Marion Community Library's volunteer program is to expand and enrich the scope of the library's programs and services and to create meaningful community connections. Through active support of the library, volunteers share/gain professional and personal skills, earn service hours, and help us fulfill our mission.

### Volunteer Placement

All volunteers are selected based on their qualifications in relation to the needs of the library; volunteers' ability to commit to a consistent schedule of volunteer hours; and availability of staff time to supervise volunteers. Volunteers are placed in positions best suited to their skills, interests, and availability. Typical volunteer duties include shelving, shelf maintenance, and program support. Marion Community Library does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.

### Types of Volunteers

**Adults:** Individuals the age of eighteen and above.

**Teens:** Youth aged 15-17 wishing to volunteer must do so in connection with and under the supervision of a school, organization, or other vetted community agency. For example, teens need a specific number of hours for community service for organizations such as the National Honor Society, Scout group, church, and other academic groups.

**Court-ordered community service:** The library does not accept court-ordered community service volunteers.

### Volunteer Applications

All volunteers are required to complete an application, which is found on the library's website under the "About/Volunteer" tab. The application form is used to determine the individual's eligibility for volunteer service and to identify skills and interests that the library may use. All completed applications are kept confidential.

**Adults:** Background checks are required for library volunteers 18 years of age or older; applicants will be required to cover the cost of this expense upon completion of the volunteer application. The library reserves the right to deny volunteer service based on the results of a background check.

**Teens:** Prospective volunteers under the age of eighteen must have the signed permission from their parent or legal guardian completed on the application form.

Eligible volunteer applicants will be required to complete an orientation, typically led by the Community Liaison Officer. The orientation will include an introduction to the Marion Community Library's history, a tour of the library, a review of policy, procedures, services, and an overview of current volunteer opportunities. Volunteers will receive a confirmation of acceptance before providing any volunteer services to the library.

## **Volunteer's Responsibilities**

- Volunteers are expected to act in accordance with library policies and procedures and to reflect positive customer service attitudes to all library patrons.
- Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in the immediate termination of the volunteer.
- Volunteers will report to the Library Director before beginning their volunteer hours. Volunteers are responsible to sign in and out each time at the Circulation Desk so that the library can record accurate volunteer hours. Note: Teen volunteers must not leave the library without telling circulation staff. When leaving for the day, teens under sixteen must be accompanied by a parent or guardian.
- When unable to volunteer as scheduled or have an unplanned absence, volunteers are expected to inform the Community Liaison Officer or his/her designee as soon as possible in order that a replacement volunteer can be found. Volunteers should make every effort to contact the Library Director/Staff when running late.
- Individuals are asked to wear the volunteer badge that identifies them as a volunteer or the approved MCLA T-shirt while they are working at the library.
- Volunteers will be required to attend training sessions as needed.

## **Job Training and Supervision**

Volunteers will work with and be trained by the Library Director or other designated supervisor. Volunteers are expected to take directions from the supervisor who is responsible for their work.

## **Volunteer Schedules**

Volunteering will occur during library open hours and when adequate supervision is available. Schedules and specific time commitments will be arranged by each volunteer with the Library Director. Occasionally, the library holds programs/events during non-operational hours, which may provide volunteers with additional opportunities.

*Nothing in this policy shall be deemed to create a contract between the volunteer and the Marion Community 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. The Marion Community Library will not provide any medical, health, or accident benefits for any volunteer.*

Appendices:

Adult Volunteer Application

Minor Volunteer Application

Policy updated/approved by Marion Community Library Association Membership 04/14/2026

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