

**EFFECTIVE DATE: April 19, 2013**

**REVISED DATE: June 16, 2015**

**SUBJECT: VOLUNTEERING IN THE LIBRARY**

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**1. POLICY**

Spokane Public Library welcomes and encourages volunteers to enrich the capabilities and services of the library system. Volunteer services may be utilized for special events, projects and activities which are not routinely assigned to represented staff, and which supplement rather than replace the services or activities performed by library staff. Such services will be performed with guidance and support from the Spokane Public Library staff.

**2. IMPLEMENTATION**

- 2.1 Volunteer assignments may be directly supervised by library staff members, or by members of the Friends of the Library and other volunteers.
- 2.2 Every attempt will be made to place volunteers in positions which match their interests, skills, and time commitments. To that end, job descriptions and application forms will be available for those opportunities that are supervised by library staff.
- 2.3 All volunteers must be at least eleven years of age, although a minimum age of sixteen or eighteen may be required for some assignments. The volunteer job announcement will specify the minimum age required.
- 2.4 Once a volunteer has been matched to a position, and prior to performing any work, the volunteer must register with the library and pass a background check. Necessary forms will be provided by the supervisor or the staff member overseeing the project.
- 2.5 An essential element of the volunteer program is the successful partnership of paid and volunteer staff. We encourage an atmosphere of mutual cooperation,

respect, and understanding and acceptance of each other's roles. To this end, the library is committed to provide volunteers:

- clear direction and supervision,
- the training necessary to perform the assignment,
- regular feedback regarding performance and timely performance reviews,
- opportunities for new assignments, and
- recognition for a job well done.

The staff request that volunteers:

- ask for clarification of assignments
- are reliable and punctual in their schedule, and
- work towards the goals of the library system.