



## **Volunteer Policy**

### **PHILOSOPHY:**

The Le Mars Public Library welcomes volunteers from the community. The teamwork of staff and volunteers furthers the library's goals and objectives, strengthens the library's place in the community and provides meaningful work experiences and practical knowledge of library operations to those who volunteer.

A library volunteer is an individual who assists in library operations at or on behalf of the Le Mars Public Library and who does so without expectation or receipt of compensation nor benefits for time or services. Volunteers will be used to augment basic services but will not be used to replace paid library staff positions.

### **GUIDELINES AND PROCEDURES:**

- Volunteers will be recruited through a variety of methods to meet specific as well as general library volunteer needs. Recruitment for volunteer positions, screening, placement, coordination, and supervision is the responsibility of the Library Director or designee.
- Volunteers must be 14 years or older.
- The Library reserves the right to decline any volunteer or to limit the number of hours a volunteer can work. The Le Mars Public Library does not accept volunteers performing court-ordered community service. No one who is a convicted sex offender and on the sex offender list will be allowed to volunteer at the library under any circumstances.
- The Library reserves the right to terminate a volunteer at any time.
- All volunteers must read and sign the Volunteer Policy prior to engaging in volunteer activities at the library.
- Each volunteer will be supervised and supported by a staff member who will provide the volunteer with a job description, appropriate training and supervision, and regular feedback.
- Training for specific tasks will be provided as necessary. Volunteers will record their hours of service for statistical use.

**CONFIDENTIALITY:** Volunteers will observe regular work rules, including rules of library confidentiality, while engaged in work for the library. Access to confidential records is restricted to employees of the library. All library business, operations, and customer information must remain confidential indefinitely.

Additional volunteer opportunities may be available through the Friends of the Library.

## **Confidentially Statement**

The State of Iowa has deemed patron records to be confidential, as cited in Chapter 22.7 of the Code of Iowa. All library business, operations, and customer information must remain confidential indefinitely.

## **Volunteer Waiver**

I release Le Mars Public Library, The City of Le Mars, and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above-referenced sources used. I further do hereby release and hold harmless the Le Mars Public Library and agree to indemnify and hold harmless The City of Le Mars from any and all liability, claims or causes of action that may arise from accidents, injuries or illnesses that may occur when I volunteer. I waive any right of action I have against The City of Le Mars in consideration of my participation as a volunteer for the Library.

I understand the Volunteer Policy and agree to the above statements:

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_