

Kitchigami Regional Library

Volunteer Policy

Purpose: The Kitchigami Regional Library board and staff recognize volunteers as a valuable resource for supporting library service. The purposes of this policy are to establish a uniform, region-wide understanding of the roles and uses of volunteers in branch libraries and to standardize best volunteer practices throughout the region.

Policy: Kitchigami Regional Library creates opportunities for individuals to extend their services voluntarily to support the mission and goals of the library without any remuneration.

Principles:

1. Definition: A volunteer is a person who performs tasks for Kitchigami Regional Library without wages, benefits, or compensation of any kind.
2. Volunteers provide valuable services that supplement, enhance and extend but do not replace paid employees or their duties in meeting demands for quality library service.
3. Volunteers are selected without regard to race, creed, religion, color, gender, sexual orientation, national origin, marital status, or disability. All volunteers must be 14 years or older. Volunteers under 18 require parental agreement.
4. Volunteers must be aware of and support regional library policies and practices.
5. Volunteer activities in branch libraries must be consistent with regional library goals and policy.

Administration of Volunteer Program: The Volunteer Program is under the general oversight of the KRL Director; local oversight is delegated to the branch manager. Local library committees and Friends groups are encouraged to be responsible for local volunteer programs; the manager of each branch library will serve as volunteer contact. Special project volunteers will be supervised by the employee in charge of the project.

Volunteer Recognition: Local library committees and branch employees are encouraged to find meaningful ways to recognize the important contributions made by library volunteers in their communities.

General Provisions: Nothing in this policy shall be deemed to create a contract between a volunteer and the library. Both the volunteer and Kitchigami Regional Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without notice.

Neither Kitchigami Regional Library nor any of the cities providing branch libraries will provide any medical, health or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any compensation benefits for any injuries sustained while functioning as a volunteer.

All volunteers must wear identification.

Each volunteer must complete a volunteer application form.

In accordance with Minnesota statute regarding working with children, each volunteer must agree to a criminal background check.

Related Documents:

Volunteer Opportunities [web page]

Volunteer Application Form

Volunteer Manual

(Approved by KRL board 11/16/06)