Volunteers

Definitions
A Volunteer shall be considered as any individual, 16 years or older, who assists with work done at the Garden City Public Library without remuneration.

A Student Intern shall be considered as any high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit/community service credit.

Statement of Purpose
The Garden City Public Library shall use the services of volunteers to:
1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their Library and the services being offered.
3. Staff or support fundraising activities sponsored by the Friends of the Garden City Public Library.

Garden City Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by Library staff.

Volunteers shall be selected based on their qualifications in relation to the needs of the Library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.

General Provisions
Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Garden City Public Library. Both the volunteer and the Garden City Public Library have the right to terminate the volunteer’s association with the Library at any time, for any reason, with or without cause. The decision to terminate the volunteer’s association by the Library is not subject to appeal.

The Garden City Public Library will not provide any medical, health, accident or worker’s compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker’s compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work.

Volunteers may be asked to work on projects that are supportive of staff efforts.
Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the Library in time to begin their assignment as scheduled or call the Library if they will be absent. All volunteer work must be completed within normal Library hours.

**Recruitment and Supervision of Volunteers**
Volunteers will be sought through a variety of methods (newspaper announcement, in-Library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director.

Volunteers will work directly with Library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

There will be no formal evaluation process for volunteers.

**Recruitment and Supervision of Student Interns**
Student interns will be sought by the Adult and Youth Services supervisors through educational contacts in the area schools and colleges. A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before the intern is accepted. Participation in student internship programs shall be considered a privilege which may be revoked at any time by the Garden City Public Library or the student intern. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with schools schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

Adopted: January 12, 2009
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