

Ida Public Library Volunteer Policies & Information

The mission of the Ida Public Library Volunteer Program is to encourage and expand the involvement of our community with the library.

Those interested in volunteering at the Ida Public Library must complete and submit a Volunteer Application. The application will be reviewed and processed in a timely fashion. The Volunteer Coordinator will then contact the applicant to schedule them for the next Training/Orientation. Listed below are the guidelines and policies for volunteering at Ida Public Library:

- The minimum age to volunteer is 13.
- Written parent/guardian permission is required for volunteers under the age of 18.
- Library staff has the right to terminate any volunteer if the situation merits.
- Library staff will provide letters of reference or any other required or court ordered paperwork for volunteers who request them. Volunteers must provide adequate time for staff to complete them prior to the deadline.

Job Orientation and Training:

A staff member will provide the following orientation:

- Review the Volunteer Policy
- Review job duties
- Confirm schedule and hours
- Review sign-in/sign-out procedures
- Supply a volunteer badge
- Tour of the building and introductions to library staff
- Task-specific training

Tasks that may be Performed:

- Shelving *
- Shelf-reading *
- Assisting staff with programs & projects
- Light cleaning
- Grounds keeping and community garden tasks

*Shelving and shelf reading duties may only be completed after passing the Shelving Test. A study guide will be provided. Please inform the Volunteer Coordinator if you are interested in taking the Shelving Test.

Sign In and Hours Log

The Volunteer Log is kept at the Adult Services Circulation Desk. All volunteers are responsible for signing in and out of their shifts at the circulation desk. A library staff member will initial your entry at the end of each shift.

Appearance

The community image of the Library is projected by the apparel and appearance of staff. Therefore, it is important that all staff be well-groomed and professionally dressed. No ripped or torn clothing is permitted.

Name Tags

Ida Public Library Volunteer Badges must be worn at all times while volunteering in the library. Volunteer Badges must be turned in prior to leaving at the end of the shift.

Customer Service

Volunteers often come into contact with library patrons and it is important, that volunteers maintain a professional, friendly demeanor at all times. Volunteers may answer questions such as "Where is the bathroom?" or "What time does the library close?" if they are comfortable doing so. All other questions should be referred to library staff.

Confidentiality

All transactions with patrons are strictly confidential. This includes any information about materials a patron has looked at, asked for, or checked out, as well as reference questions asked.

Telephone and Equipment Use

Personal telephone calls must be kept brief and not made at a public desk. Ask a staff member if you need to make a telephone call using a Library telephone. Long distance calls are not allowed. Library owned equipment, including copy machines, fax machines, computers, supplies, and other materials are for Library use only and may not be used for personal business without payment or approval by the Volunteer Coordinator.

Employment

Volunteers who are interested in paid employment with the Library must apply and compete with all other applicants.

Leaving the Volunteer Program

To end a volunteer commitment, please notify the Volunteer Coordinator of the decision and the effective date

Volunteer Job Descriptions

Youth Services Volunteers

Assist with a variety of projects such as keeping books in order, making crafts, leading activities, helping with events.

Disc Cleaning Volunteers

Trained to use a cleaning machine to return library DVDs and CDs to working condition.

Item Finding Volunteers (Tuesday and Thursday mornings only)

Retrieve library materials from staff-prepared lists.

Shelf Volunteers

Trained to monitor the library's shelving to keep items in order and readily available for customers. Shelf reading and shelving required after the applicant has passed the Shelving Test.

Grounds Keeping and Garden Volunteers

Help clean up and water the Ida Public Library grounds, including the plants on property and community gardens, as well as weeding and harvesting vegetable gardens. May also include dusting shelves and light cleaning inside the building based on season/weather. This may include dusting, cleaning glass/windows, railings, computers, and sweeping sidewalks and steps.

Local History Volunteers

Help file materials, assemble obituaries, and other light clerical duties assigned by the Local History/Reference Librarian.