

Nauvoo Public Library Volunteer Policy

The Nauvoo Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the institution. The following policy is designed to promote a maximum degree of excellence.

Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the Nauvoo Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performance of assigned task.

Overall Policy on Utilization of Volunteers

In order to achieve the vision and mission statement of the Nauvoo Public Library, we view the active participation of citizens of a variety of ages as a valuable resource to the Library. After fulfilling Library procedures, the Library accepts and encourages the involvement of volunteers within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation and the right to recognition of good work.

Nothing in this policy shall be deemed to be a contract between the volunteer and the Nauvoo Public Library or the City of Nauvoo. Neither the City of Nauvoo nor the Nauvoo Public Library will provide any medical, health, accident or workers' compensation for any volunteer.

Guidelines for Volunteers

1. Each volunteer is required to wear a volunteer badge.
2. Junior volunteers will be required to attend training sessions every six (6) months.
3. Adult volunteers will be required to attend annual training sessions/meetings.
4. Special accommodations will be made upon request.
5. All volunteers are registered by completing an application form.
6. A background check will be made on each adult volunteer.
7. Volunteers will sign in and out in the Volunteer Notebook.

8. Should a volunteer have a problem with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Librarian or the Board of Trustees.
9. The Nauvoo Public Library reserves the right to terminate the services of the volunteer.
10. Volunteers may be used to increase the Library's services.
11. Volunteers may be used to establish and maintain new library services.
12. Volunteers will not be used to replace or reduce the number of paid staff.

Volunteer Policy

Adopted by the Nauvoo Public Library Board of Trustees 02/19/2007

Reviewed and approved 1/19/2015