

## **MNG-17**

### **VOLUNTEERS**

#### **Policy Statement:**

The Manhattan Public Library encourages and accepts the services of members of the community wishing to contribute to the library through their volunteer service. Manhattan Public Library will make use of the services of volunteers to supplement and not to replace the work done by library staff.

#### **Regulations:**

- 1) Volunteers at MPL are expected to adhere to the same high standards of customer service as regular staff.
- 2) Volunteers are expected to abide by MPL policies in both the Operations and Personnel Policies Manuals as applicable.
- 3) MPL does not accept volunteers fulfilling court appointed community service.
- 4) Acceptance of an individual as a volunteer is contingent on a successful background check.
- 5) MPL may accept individuals or groups for short-term volunteer assignments (such as MLK Volunteer Day, one time library events, or group service projects). The application and background check requirements can be waived for those volunteers in short-term assignments (usually lasting less than 3 days).
- 6) Volunteers must be at least 18 years of age. Teens (ages 13-17) can participate in the library's Teen Volunteer program.
- 7) Volunteers work without pay and are not covered by the library's workers compensation insurance.
- 8) Tasks assigned to volunteers must be both meaningful and necessary. They must be meaningful to the volunteer, and necessary to the operation of MPL.
- 9) Volunteers are not guaranteed future paid employment with MPL.
- 10) Paid library employees may not volunteer hours at MPL.

**Volunteer Tasks May Include:**

- Helping with storytimes
- Mending library materials
- Dusting shelves and other cleaning jobs
- Assisting with special events
- Shelf reading and straightening
- Assisting with summer reading
- Data entry