

Volunteer Guidelines

A Volunteer is...

Anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of, and on behalf of Hastings Public Library. Volunteers at HPL must be twelve years of age or older.

Benefits of Volunteering

1. Opportunity to give back to the community
2. Gain experience in a working environment
3. Be a role model for friends, peers, siblings, and young children
 - a. Feeling of having made a difference and contributing to a community organization

Duties may include, but are not limited to:

- Bundling newspapers or cardboard
- Cleaning- Materials, shelving, sweeping and picking up trash (both inside and out), computer keyboards, mice and screens
- Cutting out letters using die machine
- Emptying book drops
- Filing
- Handouts - making copies of and then folding
- Preparing craft projects for Children's department
- Preparing library items for removal as directed
- Assisting Friends of the Library prepare for Fund Raisers
- Recycling– gathering, taking out to receptacles; folding plastic bags, etc.
- Removing stickers from library items as directed
- Shelving materials
- Straightening shelves
- Watering plants
- Preparing materials for the Michigan Room: completing binders, scanning, etc.

Volunteers will be expected to complete assigned tasks before moving on to other available tasks.

Qualifications and Selection

Potential volunteers are required to submit a volunteer application and may be subject to an interview process.



Chosen volunteers may be required to complete an orientation session before working on site.

If a volunteer's duties will include shelving, they will be required to pass a shelving test.

Because approved volunteers will be working alongside children and have access to staff areas, those age 18 and older are required to get a background check through the Michigan State Police. There is no cost for this to the volunteer.

All volunteers are required to sign a waiver for the City of Hastings.

Scheduling

Work will be scheduled based on the volunteer's availability and in cooperation with the Volunteer Coordinator and/or supervisor.

Other Requirements

Volunteers must agree to follow all of the Library volunteer policies, guidelines and procedures, including dress code and code of conduct.

Volunteers must have reliable transportation to and from the library.

Introductory Period

There is an initial 30 day introductory period for all new or re-applying volunteers. Any significant absence will extend the introductory period by the length of the absence. The introductory period is a training period in which the new volunteer and the coordinator/supervisor work together so that they may adapt the volunteer's skills and their abilities to library work.

Dismissal and or Disciplinary action

All volunteer opportunities with HPL are based on mutual consent. Both the volunteer and the library staff have the right to terminate the position at will, with or without cause, at any time.

Conduct

Attendance Requirements/Absenteeism

Volunteers are expected to work the hours agreed upon when assigned by the coordinator.

If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to the coordinator, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.



Illness

Volunteers should stay home and rest if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

If the volunteer coordinator is not available, ask to speak with another available supervisor.

Staff Work Space

Volunteers are not allowed to be unaccompanied at any of the library service desks unless prior permission has been given. Staff desks, computers, cabinets, phones, and other staff property are off-limits to volunteers unless supervisor consent is given.

Volunteers will be offered a place to store their personal belongings if they wish to bring them in during their shift. HPL accepts no responsibility for loss of stolen items.

Personal Appearance

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts. Body hygiene should conform to accepted usage.

Unacceptable dress includes tank tops, pajama bottoms, and undershirts. Any article of clothing that bares the shoulders, midriff, or any part of the buttocks, breasts, or underclothes when the volunteer is standing, bending, kneeling or reaching overhead is unacceptable. Bare feet or barefoot thongs are unacceptable. Any other article of clothing that the volunteer coordinator determines to be similarly inappropriate in a business workplace is unacceptable.

Reading

Volunteers shall not indulge in personal reading while signed in.

Cell Phone

As a demonstration of their commitment, volunteers should silence their cell phone and refrain from making or receiving phone calls or texting while signed in.

Volunteers may make brief personal phone calls. Personal phone calls should be made in the library lobby or outside so that other library users are not disturbed.

Conversations

Conversations in the workplace that are not concerned with library business should be kept to a minimum. This includes conversations with other volunteers, employees, and with patrons.



Tobacco Products

Hastings Public Library is a tobacco free campus.

Acknowledgement

Volunteers can expect the Hastings Public Library to provide the following:

- A pleasant work environment free from harassment or discrimination based on a volunteer's sex or sexual orientation, race, ethnicity, national origin, age, or religion.
- A letter of reference may be available on request.

As a volunteer for the Hastings Public Library, I agree to do the following:

- Work a pre-determined number of hours according to a schedule acceptable to my supervisor.
- When sick or unable to work, notify my immediate supervisor as soon as possible.
- Comply with established HPL practices by behaving in an appropriate, businesslike manner in the work-place environment.
- Fulfill the duties outlined in the job description in a professional manner.

I, _____, have read and understand these volunteer guidelines and agree to follow them.

Signature

Date

Staff initials