

Shiocton Public Library Volunteer and Community Service Policy

- The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Shiocton Public Library. Shiocton Public Library volunteers supplement the efforts of paid library staff to provide quality library collections, services, and programs.
- Volunteers are not “subject workers” as defined by the state workers’ compensation law; therefore the Village of Shiocton does not provide workers compensation coverage for volunteers. However, volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.
- Service volunteers who work on a regular basis or at the library building will fill out volunteer information forms which will be kept on file in the library. Minor children may only work as volunteers with the consent of a parent or legal guardian.
- Volunteers 18 and older may begin serving at the library pending satisfactory results of a background check.
- The number and type of volunteers accepted are based on the amount of work and supervisory time available. Library volunteers are to be given meaningful job assignments. Due to the extreme amount of training required and to issues of accountability, volunteers generally do not staff public service areas, nor do they work with confidential patron data.
- Volunteers will be supervised by a library supervisor or staff member.
- The library director has the final authority to accept or reject a volunteer applicant.
- The library will not be responsible for damage to a volunteer’s personal property if the damage occurs while the volunteer is performing authorized library duties. If private property is damaged in that context, the library shall make a thorough investigation of the incident and complete a report of the findings.
- The library does not provide insurance coverage for a volunteer’s privately owned vehicle; volunteers should confirm that their personal auto insurance policy provides coverage for this use. A volunteer’s personal auto insurance will be considered primary. All volunteers who drive non-library owned vehicles for library business shall be required to purchase at their own expense and maintain auto insurance, at a level set by the library.
- The Library accepts Community Service workers, court mandated or affiliated with school or another organization at the discretion of the Director
- Workers may be asked to clean, weed flower beds, assist with special projects, shelves books or videos, stamp routing slips or any other tasks as assigned.

- Workers will be asked to agree to a code of conduct and a schedule. Community Service will be terminated if the Code of Conduct is breached.
- Code of Conduct
 - The worker agrees to be on time and to call the supervisor if they will be absent due to illness or lack of transportation.
 - The worker will conduct themselves in a manner appropriate to the work environment. The worker will wear clothing appropriate for the work assignment. This will be discussed with the supervisor prior to the assignment.
 - The worker will refrain from socializing when working.
 - The worker will not use electronic devices (i.e. Headphones, cell phones) while working.

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