

# Library Volunteer Policy

## Purpose

The LeClaire Community Library welcomes volunteer workers from the community in order to:

- Assist library staff with programs and services.
- Establish a pool of volunteer workers to assist with projects on an intermittent or long-term basis.
- Provide meaningful work experiences for special groups, such as community service clients, personal development classes, special needs populations, and others, as staffing permits and suitable jobs are available.

General employment practices will be applied in the recruitment, placement, supervision and possible termination of all volunteer positions.

- A. A current job description will be maintained for each long-term volunteer position, as needed.
- B. Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant depends on qualification & library need. Placement is not always possible.
- C. Volunteers will work under the supervision of the Library Director or his/her designee. Volunteers will observe regular work rules while engaged in work for the Library.
- D. The Library staff reserves the right to change any volunteer arrangement as deemed necessary, at will.
- E. Volunteers will be used to augment basic services but will not be used to replace paid Library staff positions.
- F. Each year the Library will recognize volunteers for their service during the previous year.
- G. Assignment and approval of volunteer applications & assignments is at the discretion of the Library Director, or designee.

Approved by the LeClaire Community Library Board of Trustees 4/9/13