VOLUNTEER POLICY

Fondulac District Library welcomes volunteers in the library workplace. The sense of ownership that volunteers have as a part of the Library organization promotes advocacy for the library within the community. Using volunteers extends the resources of the library. Not only do volunteers perform tasks that might otherwise not get done, they provide valuable input to library staff about the community.

For all activities related to recruitment and retention of volunteers, Fondulac District Library does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, marital status, or political beliefs. The minimum age to be a library volunteer is 14 years old.

The library does not offer volunteer opportunities for community service individuals from the court system. Volunteer opportunities for community service requirements are limited to students enrolled in educational programs.

Methods of recruitment may include, but are not limited to, the library newsletter, brochures, letters of request, etc.

Individuals wishing to volunteer at Fondulac District Library must complete a volunteer application and agree to the Applicant Statement contained thereon. The volunteer application is available on the library's website and at the library. Information contained in the application may be disclosed to any party with legal and proper interest, and volunteers release Fondulac District Library from any liability for supplying such information.

Fondulac District Library reserves the right to screen volunteers (including, but not limited to, use of reference and background checks), to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the library. Fondulac District Library staff will contact applicants by phone and/or email when their volunteer services are requested by the library.

Volunteer opportunities may involve moving books, office duties, planting flowers, distributing literature, assisting with programs and events, etc. Working as a Volunteer does not serve as a link to employment by Fondulac District Library.

Volunteers must fully and completely release Fondulac District Library, its officials, and employees from any and all claims, demands, and liability of every nature and description arising by being allowed to volunteer with Fondulac District Library.

Volunteers are not paid for services as a volunteer. The Library does not provide transportation for volunteers.

Volunteers are expected to arrive on time and to be prepared to perform to the best of their abilities. Volunteers are expected to notify the Library in advance if unable to volunteer as scheduled. Volunteers are expected to inform Library staff when entering the building for a volunteer shift and when leaving.

If volunteers have access to confidential information that is needed to perform their job duties, they agree to access only that information needed as part of their task. Any information accessed must be held as confidential by the volunteer.

Volunteers must complete and sign the Volunteer Work Record Sheet to verify their volunteer hours. The Business Manager shall accumulate the Work Record Sheets and provide the information to the Library Director. Workers' compensation auditors may request information about the hours that are worked by Volunteers.

Volunteer service may end at any time for any reason with or without cause and with or without notice.

Approved by FDL Board of Trustees
August 25, 2014

VOLUNTEER WORK RECORD SHEET

Volunteer Name

Month   Year

Date	Task or Project	Start time	End Time	No. of Hours	Staff Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL HOURS					

Volunteer Signature   Date