

Lanesboro Public Library

Volunteer Policy

Approved 06/20/2018

By LPL Library Board and Library Director

The Lanesboro Public Library (LPL) welcomes community members to serve as volunteers to the library. The volunteer team assists LPL staff in providing comprehensive services to the community and patrons of the library. A volunteer does not replace paid library personnel but assists the staff with various assignments, thereby enhancing the service the library performs. The library may ask volunteers to assist with various duties such as shelving library materials, preparing crafts, sorting and shelving donations for the Friends of the Library book sale, and assisting with a variety of library programming. Use of volunteers is supplemental to work of paid staff.

To become a LPL volunteer an application must be filled out and an interview conducted. All volunteers must be accepted and expectations met prior to performance of assigned tasks. Minors aged 16- to 18- years-old may volunteer with the signed consent of a parent or legal guardian. Minors under the age of 16-years-old could volunteer at the discretion of the LPL director (and also with signed consent of parent or legal guardian). Additionally, the LPL director may require a background check be conducted pending the designated volunteer role.

At any given time there is a limited amount of volunteer positions available. All applications will be kept on file for six months.

If approval has been given after the interview process, a LPL director will:

- Provide a new volunteer orientation including a tour of the building, while covering all volunteer policy and procedures.
- Provide a name tag designating the person as a volunteer that must be worn while working.
- Try to provide volunteers with duties that are meaningful and helpful for all involved.

A volunteer is a representative of the Lanesboro Public Library and as such will be expected to conduct themselves according to Lanesboro Public Library policies, some of which are listed in the Volunteer Code of Conduct provided for volunteers during orientation.

Any time given to the library is unpaid and voluntary. LPL values this gift. If a volunteer is not able to be at the library for the regular scheduled time the staff needs to be notified so other arrangements can be made, if necessary.

Neither the City of Lanesboro nor the LPL provides any medical, health, accident or worker's compensation benefits for any volunteer.

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Volunteer Code of Conduct

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All volunteers are representatives of Lanesboro Public Library (LPL). LPL considers volunteers essential and an important component to the success of the library. While working as a volunteer these expectations must be met:

- It is important that volunteers come on the day and shift agreed upon on time. If circumstances occur that make it impossible for a volunteer to take part on a given day, a phone call (507-467-2649) is needed to let LPL staff know. LPL understands that these positions are voluntary and situations happen that can get in the way. LPL staff will understand.
- The volunteer will be expected to dress in appropriate attire.
- As a volunteer you could be privy to private information shared among staff, private information of patrons, etc. Holding the information in the utmost confidence is required. LPL takes patron privacy very seriously.
- We encourage you to come to LPL with a spirit of open-mindedness and fun. Libraries are an exciting and open environment and we want to always keep it that way. LPL encourages volunteers to share ideas and concerns with the staff. We will take these ideas/concerns seriously and will handle them with respect.
- Smile! Laugh! Have fun!

By signing below, I agree to abide by the LPL volunteer code of conduct.

Signature: _____ Date: _____

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Application for Volunteer Service

Please return the completed volunteer service application check to:

Lanesboro Pubic Library 202 Parkway Ave S P.O. Box 330 Lanesboro, MN 55949 (507) 467-2649

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone: _____

Email Address: _____

Emergency Contact (name and phone number): _____

Signature: _____ Date: _____

Parental Permission

If you are 18-years-old or younger, please have a parent/legal guardian sign the following permission form:

I (*print*) _____ parent/guardian, grant permission for

(*print*) _____ to volunteer at the Lanesboro Public Library.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian phone number: _____