

Fort Madison Public Library Volunteer Policy

The active participation of citizens, of a variety of ages, is a valuable resource to the Library. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full participation and the right to recognition of good work.

Volunteer Expectations

1. Volunteers will be expected to adhere to the same standards of behavior as library employees.
2. Volunteers will not be used to replace or reduce the number of paid staff.
3. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
4. Volunteers should expect to fulfill a commitment agreed upon with the Library. Volunteers need to let the library staff know as soon as possible if they will be unable to make their scheduled work time. More than three absences without prior notification may result in termination of volunteer services.
5. The minimum age requirement for a volunteer is 14.
6. Volunteers will not be expected to do anything library employees would not do.
7. The library does not provide placements for court ordered community service.
8. Volunteer tasks may include (but will not be limited to): Shelf reading, shelving material, filing, processing materials, and helping with programs, projects and special events. Task assignments will depend on the interest and age of the volunteer.

Volunteer Application

Volunteer applicants 18 years and older will be subject to a background check. All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Library Director. Applicants with a criminal history will only be accepted if the Library Director determines that the placement of that applicant will not jeopardize the safety of FMPL patrons and staff, or the integrity of the FMPL collections. Any applicant who is not allowed in or near the library building due to Chapter 692A of the 2009 Code of Iowa will automatically be denied volunteer placement.

The background check process will not be required for service organizations who volunteer as a group and are supervised by an organization's staff person or representative.

Volunteer's Name: _____

Address: _____

City: _____ Zip Code: _____

Phone #: _____ Birthdate: _____

I have read and understood the Library Volunteer Policy and agree to abide by its terms. I authorize the Fort Madison Public Library to conduct a background check through the local law enforcement agency and for those agencies to release all information to the Fort Madison Public Library that would be relevant to my volunteering with the City of Fort Madison.

Signature

SS #

Date

*Adopted by the Fort Madison Public Library Board of Trustees on March 20, 2008. Reviewed July 18, 2013.
Rev. May 19, 2016*