



## Volunteer Policy

Volunteering for the Waterloo Grant Township Public Library can be a rewarding and exciting experience. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the library. The Waterloo Grant Township Public Library does not accept volunteers who are seeking to fulfill court-imposed community service hours. The library will contact you when we receive your application, however, volunteer applicants are not guaranteed placement. Applicants are chosen based on a combination of the applicant's skills and abilities in combination with the needs of the department the volunteer will serve.

The Waterloo Grant Township Public Library maintains an equal opportunity workplace. Like staff, volunteers are chosen and dismissed based on competence and job performance without regard to race, gender, color, national origin, age, religion, disability, veteran status, marital status, or other non-merit-based factors. Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

We support the effective utilization of volunteer time and talent to:

- Assist staff, as needed, in daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the library by the public

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Circulation System

Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the staff. The Waterloo Grant Township Public Library does not provide any medical, health, accident, or worker's compensation benefits for any volunteer.

By submitting my application to volunteer I agree that I have read and understand the Volunteer Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_