

# Volunteer Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

The Baldwin Public Library (BPL) shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service and to serve as a method to encourage members of the public to become familiar with their Library and the services being offered. BPL shall make use of the services of interested volunteers to supplement and *not to replace* the work done by BPL staff. All volunteers must be approved by the Library Director or designated staff.

## I. Categories of Volunteers

- **Community Service Workers**- Persons referred by the courts of Oakland County to BPL for community service work.
- **General** – Members of the public who wish to volunteer their time in support of BPL
- **Volunteers** – Students in grades 9 to 12 who are either required by their school to volunteer in community agencies as a requirement for graduation or who are looking for a way to spend their free time giving back to their community
- **Baldwin Boosters** – Summer reading volunteers ages 11 to 14. Boosters earn community service hours by helping with the Youth Summer Reading Program.

## II. Coordinators

Each department will develop a list of tasks appropriate for Community Service Workers. The Department Head will provide oversight once the volunteer has been assigned.

- A. The Administrative Assistant acts as the Coordinator for Community Service workers. The Administrative Assistant will assign the volunteer to various departments based on the needs of the department
- B. The Teen Librarian acts as the Coordinator for Volunteers.
- C. A Youth Librarian acts as the Coordinator for the Baldwin Boosters.
- D. The Circulation, Technical Services, and Adult Department Heads act as the Coordinator for general adult volunteers.

## III. Recognition

- A. **Volunteers** - Recognition is an important component of a volunteer program and is often the only way in which BPL can say "Thank You." Volunteers will be formally recognized annually by BPL staff.
- B. **Community Service Workers** - The Administrative Assistant will verify satisfactory performance level and the number of hours worked to fulfill the court requirements.
- C. **Verification for Students** - The Coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity and provide a letter for their school upon request.

- D. **Baldwin Boosters** - The Coordinator will verify the number of volunteer hours completed by the student. A letter of appreciation is mailed to the Booster, which includes the community service hours completed.

#### **IV. General provisions**

- A. Volunteers shall be recruited without regard to any individual race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legally protected characteristic.
- B. This Policy shall not be deemed a contract between the Volunteer and BPL. Both the volunteer and BPL have the right to terminate the Volunteer's association with BPL at any time, for any reason, with or without cause. BPL will not provide any medical, health, or compensation benefits to persons functioning as volunteers. Prior to engaging in any volunteer activity, each Volunteer will be required to submit a Volunteer Application form for volunteer work.
- C. Persons who will work with children must agree to a standard background check.
- D. Volunteer applications will be kept on file for one year.

#### **V. Duties**

- A. Volunteers may be asked to work on projects that are supportive of staff efforts. The Coordinator will explain and assign the duties as needed.
- B. Community Service Workers who refuse the assigned duties or who violate the BPL Code of Conduct will forfeit their volunteer opportunity.

#### **VI. Hours**

- A. In discussion with the Volunteer, the Coordinator(s) will determine the hours of the Volunteer's service. While BPL will attempt to accommodate the Volunteer's schedule, BPL cannot guarantee it. Volunteers are expected to arrive at BPL in time to begin work as scheduled or notify BPL if they will be absent.
- B. All volunteer work must be completed within open BPL hours. Community Service Workers who do not report for the scheduled shift or notify the Coordinator(s) of their absence may forfeit their volunteer opportunity.