

## Volunteer Policy

### Introduction

The Olson Memorial Library is fortunate to a large group of volunteers dedicated to assisting staff in providing core services. Volunteering for Walter E. Olson Memorial Library can be a rewarding and exciting experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services.

### Policy

Volunteers help Walter E. Olson Memorial Library expand and enrich its services by assisting with specific assignments that supplement, but do not duplicate or replace, work done by paid Library staff. Examples of volunteer assignments may include:

- Working the circulation desk
- Shelving materials
- Tidying library shelves and spaces
- Processing deliveries to/from other libraries
- Sorting donated materials
- Assisting patrons with technology

### *Selection Process:*

- Interested parties must first fill out the OML [Volunteer Application](#).
- Applicants will then be contacted to schedule an interview with the Public Services Coordinator and/or the Library Director.
  - *The Library may not accept every volunteer who interviews.*
  - *Accepted volunteers are required to sign a [Volunteer Agreement](#).*
- Following the interview process, the Library will reach out to volunteers about potential assignments, scheduling, and training.
- If there are no current volunteer opportunities, accepted volunteers' contact information will be kept on file for future opportunities.

*Supervisory Responsibility:* Volunteers work under the direct supervision of the Public Services Coordinator, who serves as the primary point person for questions, scheduling, training, and communications. Other paid staff members may also provide assignments, guidance, or assistance as appropriate.

### *Limits and Exclusions:*

- Volunteers under the age of 18 must have parental approval. Youth volunteers may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process.

- Due to the nature of the volunteer selection process, the Olson Memorial Library does not accept volunteers who are looking for a one-time assignment to fulfill community service/volunteer hour requirements.