



## Hiawatha Public Library

### **Volunteer Policy**

#### **I. Purpose and Intent**

The Hiawatha Public Library uses volunteers to supplement the efforts of paid staff in providing quality public service. Volunteers are important liaisons between the library and the community. Through its volunteer services program, the library seeks to develop a group of citizens who can assist the library in interpreting its needs to the community. Volunteers also keep the library in touch with the community it serves. Volunteer workers do not substitute for paid staff but assist with programs or projects that supplement or complement staff duties.

#### **II. Definition**

A “volunteer” is a person who, of his/her own volition provides services to the Hiawatha Public Library without compensation.

#### **III. Eligibility**

Participants who provide volunteer services to the Hiawatha Public Library must be at least 12 years of age. It is the policy of the City of Hiawatha to provide a safe environment, both in our facilities and in our outreach programs. Therefore, we require a background check on all regular volunteer applicants. This check may include a review of sex offender registries, child abuse and criminal history records, Iowa Courts Online, and Hiawatha accounts. Any applicant with a criminal history for sex or child abuse convictions, or who is serving community service to satisfy a conviction for theft, fraud, forgery or violence will automatically be denied volunteer placement.

#### **IV. Supervision**

Volunteers at the Hiawatha Public Library are under staff supervision. All HPL staff on duty are considered supervisors. All staff will be responsible for training and direct oversight of a volunteer’s performance.

#### **V. Dismissal**

The library may terminate a volunteer for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. The library staff reserves the right to dismiss a volunteer at any time.

Adopted by the Library Board 3/15/11

Reviewed 8/12/14

Revised 11/14/17