

Volunteer Policy

Definitions

A volunteer shall be considered as any individual, 14 years or older, who assists with a variety of tasks at Muncie Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Selection

Volunteers are selected and retained based on their qualifications in relation to the needs of the Library and based on their ability to commit to the required schedule.

Benefits

Volunteers do not receive any benefits from the Library nor are they eligible to receive worker's compensation benefits for injuries sustained while functioning as a volunteer.

Registration

Volunteers are required to submit a Volunteer Registration form to be reviewed by the Branch Manager at the Library location where the individual wishes to be assigned. The Branch Manager or their designee will conduct volunteer placement, scheduling, and a review of the Volunteer Handbook with the new volunteer. A release form for a Criminal Background check and a satisfactory report are required for all volunteers 18 years of age and older.

Nametags

Volunteers are asked to wear nametags that identify them as a volunteer while they are assisting at the Library. Volunteers are expected to refer all requests for information to the Library staff with the exception of purely directional questions (i.e. where is the bathroom, where is the children's room, etc.)

Recording Volunteer Hours

Volunteers are asked to keep an accurate record of their volunteer hours each week/month using a Volunteer Sign-In Sheet. This sheet should be maintained by the employee directly supervising the volunteer.

Recruitment and Supervision of Student Interns

Student interns will be sought through contacts in area schools, colleges, and other educational institutions. A task list or volunteer activities list will be tailored for each program. A representative of the school or college will usually be involved in developing the outline of the project and task list in conjunction with the Supervisor.

The professional staff member who shapes an individual project will be responsible for training and supervision of the intern. Because of the time involved in planning and supervising, the Library Director must approve the plan before the internship is established. If a contract is involved, the Director must review and approve it prior to accepting the intern.

Scheduling and evaluation are the responsibilities of the Department Supervisor under whom the intern works.

Volunteers from other Organizations

Muncie Public Library works with community organizations to place their volunteers at Libraries and Library programs. Prospective volunteers are asked to complete the Volunteer Registration form and submit it to the Library or Library program where they wish to volunteer. Registration forms may also be filled out and submitted at volunteer recruiting events and fairs. Volunteers

must also submit a release form for a Criminal Background check and a satisfactory report is required.

Community Corrections Service

Community Corrections Service or court-ordered volunteers are not accepted as volunteers by Muncie Public Library.

Criminal History Background Checks

Criminal Background checks are required for all volunteers, 18 and older.

Ending Volunteer Service

Volunteer service is at-will and can be terminated by either party (MPL or the volunteer) at any time.