

# VOLUNTEER POLICY

*Volunteers do not necessarily have the time; they just have the heart. ~ Elizabeth Andrew*

Volunteers are dedicated people who work to enrich the lives of others in their community every day, in immeasurable ways. They often work behind the scenes with little or no recognition but their contributions are countless. We appreciate the help that they give others and especially how they work to improve their library system, schools, neighborhoods and work places. Thank you to all our volunteers

This policy has been developed with that in mind in order to work together toward a common goal and to put those skills and talents to their best use.

## **Volunteer Categories Include:**

1. **Library Volunteers** who work directly with Librarians, supplementing Library tasks as listed further in this document including shelving or organizing library materials, etc.
2. **Friends of the Library (FOL)** is a membership group in support of the District Library. Membership is annual and does not require volunteering. FOL volunteers are adult volunteers (18+) and may work with other volunteers to provide services, not always directly supervised by Library staff. Volunteers may choose to fundraise, or to provide programs and hospitality; often assisting with events. Please see the 'Friends of the Library Policy.'
3. **Educational program** are young people who may participate through educational school programs such as community service or service-training, internships, or work-study. These high school or college students may volunteer to meet a high school commitment or explore career options. College interns often have experiential learning or class project requirements. These requirements must be discussed and approved by the Director, including training, staff time or paperwork the library may need to assume to ensure a mutually beneficial experience.
4. **Court required Community Service** must be approved and supervised by the Director and must meet Library needs.

Volunteers under the age of sixteen (16) should consult the Michigan Labor Law which will be provided.

## **The following duties are the best possible tasks suitable for our volunteers:**

- Mending books
- Shelf reading; shelving
- Cleaning, dusting
- Watering plants
- Sorting and organizing books for a book sale, or for another purpose
- Providing refreshments and helping to host library programs
- Preparing displays in the library

- Assisting with craft projects for story hours or special programs
- Being advocates to the communities in which they live through various special projects and by sharing the importance of the library with others.

ALL volunteers will be trained for these tasks initially and on an on-going basis. All volunteers will be approved through the Director. Branch Managers should contact the Director prior to implementing any volunteer programs and are asked that each volunteer be given a copy of this policy to assist them in knowing how best to help.

**Conduct:** All volunteers are expected to **conduct themselves as if employed by the District Library** and adhere to the policies and practices established regarding work schedules, attendance, conduct, performance, safety procedures and proper attire. Volunteers may be released from volunteer duties at any time at the discretion of the Library Director.

**Library Privacy Act:** There are specific projects that volunteers may not be allowed to do. For instance, the Library Privacy Act (Act 455 of 1982) specifically prohibits any volunteers from access to our patron registration files and to our circulation records. Therefore, volunteers will not check books in or out; send out or type up overdue notices; issue library cards; process interlibrary loans; or call patrons regarding requests and materials. The Library Privacy Act also states that “selection of library materials for inclusion in a library’s collection shall be determined only by an employee of the library” so volunteers may not be involved in the selection of books or other materials. Because of the sensitive nature of some reference inquiries, volunteers should not be involved in answering reference questions. It is also preferred that only employees answer questions regarding library policies or catalog library materials unless the volunteer has cataloging experience.

Volunteers will be accepted based on the Library’s project and programmatic needs matched with the volunteer qualifications. A background check may be required, in which case a Michigan driver’s license or Michigan ID will be needed including the attached Volunteer Background Check Authorization form attached to the policy.

**Animals and Their Volunteers:**

Often animals are used as volunteers for the Presque Isle District Library System or volunteers may use animals while volunteering at the library. If this is the case, we ask that you keep the following policy in mind and sign the volunteer release form attached to the policy.

Any animals used at or visiting any library within the Presque Isle District Library must be approved prior to use or the visitation of the animal and the owner or caretaker of the animal/animals must have proof that all necessary vaccinations have been given, that the animal/animals is/are free of contagious disease, and the owner or caretaker has signed a release of liability (see “Animal Caretaker/Volunteer Release of Liability” form attached).

Anyone having any questions regarding the use of volunteers or animals used by their volunteers within the district library should feel free to contact the Director.

**Limit of Liability:**

The Presque Isle District Library assumes no liability. Volunteers assume all risk and waive, release and discharge any and all claims for damage, personal injury, death or property damage which may have or may hereafter accrue as a result of volunteering at the District Library. This includes its officers, employees, volunteers, and agents from any and all liability arising out of or connected in any way from volunteering at the District Library even though that liability may arise out of negligence or carelessness on the part of those parties. The volunteer accepts that there are risks and dangers that may result in serious injury or death and accepts all responsibility for any damages or personal injury that may occur as a result in participation of those activities. Further, indemnify and to hold harmless the District Library and its board members, officers, employees, volunteers, and agents from any loss, liability, damage, cost or expense which they may incur as the result of death or injury or property damage while participating in the volunteer activities.

**Adopted March 3<sup>rd</sup>, 2011**

**Amended October 11<sup>th</sup>, 2023**



PRESQUE ISLE DISTRICT LIBRARY

**Animal Caretaker/Volunteer Release of Liability:**

I \_\_\_\_\_ (*print responsible party's name*) representing  
\_\_\_\_\_ (*company's, organization's or agencies' name, if applicable, if not put "self"*) hereby release Presque Isle District Library from any or all liability stemming from the visitation or use of the *animal/animals* under my care during *its/their* visit to Presque Isle District Library, including any or all locations or to any additional sites that the library may be using during any performance, visitation, or display of said animal/animals. I also agree to supply the library with any vaccination records or veterinary records showing the *animal/animals is/are* free of disease and that all vaccinations are up-to-date.

\_\_\_\_\_  
(Signature of agent or responsible person)

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

Approval of Library Personnel:

\_\_\_\_\_  
Director

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

**Volunteer Background Check Authorization  
Presque Isle District Library**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ DL#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Other names known by: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I hereby authorize the Presque Isle District Library in conjunction with the Presque Isle County Sheriff and the Michigan State Police to obtain any information concerning me, including information relating to my reputation, education, employment, physical health, and mental health. This information will be used to assist the library in determining my qualifications and fitness as a volunteer. I hereby release the Presque Isle District Library, the Presque Isle County Sheriff, and the Michigan State Police from any liability or damage that may result from furnishing the information requested above. Further, I hereby expressly waive and release any special right of access I may have under any statute or the common law to the information that may be furnished about me to the Presque Isle District Library.

\_\_\_\_\_  
Signature of Volunteer

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

