

HATCH PUBLIC LIBRARY VOLUNTEER POLICY

Volunteer assistance allows the Hatch Public Library to provide library services to the community that are not now available due to budgetary limitations or staff time limitations.

Because of the time invested in training volunteers, the library wants to make sure that we are careful in our selection process. We try to make clear what we expect from our volunteers. We expect them to honor their commitment to the library, follow prescribed dress codes, and show up at the predetermined times for work. We make them aware that even though they are volunteers, they are also subject to dismissal for the same reasons as other staff.

Procedures for hiring

Volunteer comes to library and fills out application form

The library director or designee match skills needed to the person's capabilities

Library director interviews the volunteer

If selected, the volunteer fills out an agreement form

Necessary training or supervision will be provided by the library director or designee

The volunteer serves for a probationary period of two months, and a re-evaluation session is conducted by the library director at the end of that time period

Possible volunteer responsibilities

Shelve books

Dust book shelves

Read book shelves to maintain book order

Stamp due date cards

Stamp interlibrary loan forms

Stamp patron registration forms

Straighten magazines and newspapers

Straighten video racks

Straighten audio collections

Inspect videos that have been returned with possible defects

Inspect audio materials that have been returned with possible defects

Alphabetize shelf list cards

File shelf list cards

Help with new material processing

Help with material repairs

Help with discarding materials

Help with library material/book sales
Help with children's and young adults' programs
Help prepare children's craft projects
Make felt board characters
Sort storyhour craft boxes
Make name tags for children attending storyhour
Help with deliveries to library outreach sites
Type labels
Type book order forms
Deliver flyers to organizations and schools
Decorate library for holidays or special events
Help with displays and exhibits
Water plants both inside and outside the library
Help with vertical file material
Maintain scrapbooks
Take care of the coupon collection
Maintain collection for Juneau County Area Literacy Council
Search for books/authors/subjects on OPAC

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