Dunkerton Public Library Policy: **Volunteer Policy**

Adopted: September 29, 2011 Reviewed: June 27, 2019

Purpose: The Dunkerton Public Library Volunteer Services Program supplements the efforts of paid library staff to provide quality library collections, services and programs; serves as a method for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is a person who performs tasks for the Dunkerton Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of Boards, such as the Board of Trustees and Friends of Dunkerton Library Board. There are also service volunteers, who do work for the Library and function in ways similar to staff. Children under the age of 18 may volunteer at the discretion of the director, with the consent of their parents.
2. Service volunteers will fill out volunteer information registration forms which will be kept on file in Library Administration. Background checks will be conducted prior to allowing volunteers to work at the library. Volunteers may or may not be members of the Friends of Dunkerton Library.
3. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.
4. Neither the Library nor the City of Dunkerton is responsible for any injury or damage that may occur while performing volunteer work. Only the volunteer's own auto coverage will cover auto claims.

Reviewed: June 27, 2019

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Curt Thomas, Board President