



Volunteer Policy

Introduction

Frank L. Weyenberg Library of Mequon-Thiensville is an asset to our community. We provide essential services in times of crisis and well as in times of calm, and we do so with a limited budget. Therefore, we reach out to ask community members to volunteer at the library, thus enhancing the services the Library can provide to the public.

Volunteer Tasks

Volunteer tasks may include, but are not limited to:

- Shelving books and other materials
- Dusting books and shelves, arranging library materials in a neat manner
- Assisting with programs
- Designing and setting up displays
- Maintaining the exterior of the library's building and grounds
- Preparing materials for mailings
- Indexing, data entry, scanning
- Presenting programs or teaching classes
- Serving on volunteer boards and committees
- Sorting and merchandising materials for sale
- Advocating for the Library

Application

Candidates must complete a Volunteer Application (available at Circulation Desk or online). Your application will be reviewed and a member of the Library's management team will contact you to discuss duties and schedules. Depending upon the assignment, the Library reserves the right to perform a background check. The Library does not discriminate on the basis of race, religion, gender, national origin, ethnicity, age, or other non-merit factors. Generally volunteers must be 14 years of age or older, but exceptions may be made on a case by case basis, or in conjunction with Library programming. Applications are kept on file for six months. Applicants under the age of 18 may require the signature of their parent or guardian before beginning individual volunteer service.

Training and Performance

Volunteers shall receive training for their specific assignments by a member of staff. Volunteers shall be supervised in their assignments by the Library Director or by his/her designee, to whom the volunteer will report. The supervisor shall provide feedback and be available to answer questions about volunteer assignments. A volunteer who has concerns is invited to discuss the issue with the supervisor or Library Director.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be supportive of the mission and policies of the Library. All volunteers should keep their supervisor informed of their projects, schedule and work status.

Compensation and Reimbursement

Volunteers are not compensated by the Library for their service. Volunteers' privileges and responsibilities for use of the library's collections and other resources are the same as those of other patrons.



Volunteer Application

Name: _____ Date: _____

Address: _____ Phone: _____

City/ZIP: _____ Email: _____

Emergency Contact: _____

I am seeking this volunteer position:

_____ to satisfy school / scholarship / scouting / other requirements (circle one).

I need to complete _____ volunteer hours by (date) _____.

_____ to become a regular volunteer.

How many hours per week do you wish to volunteer at the Library? _____

Days/Times? _____

Please tell us about your special skills or interests:

Is there a type of volunteer work you prefer?

Signature: _____ Date: _____

If Applicant is under 18, Signature of Parent/Guardian: _____

Thank you for your interest in volunteering at Frank L. Weyenberg Library.
We will contact you within the next 10 business days.

Adopted 2017; Reviewed 9/21