

## **505. VOLUNTEER POLICY**

505.1. The Iowa City Public Library seeks out and welcomes volunteers from the community in order to:

A. Implement programs and services that further its goals and objectives at a level not funded in the regular budget.

B. Establish a core group of volunteers to assist with large projects which require additional staffing, to be on-call for tasks occurring on an intermittent basis, or to provide regular on-going assistance.

C. Create and facilitate strong community connections so that they become empowered in their knowledge and advocate for library services and needs while out in the larger community.

D. Provide meaningful experiences for special groups, such as community service clients, personal development classes, students, special needs populations, and others, as staffing permits and suitable jobs are available.

505.2 Recruitment for volunteer positions, applicant screening, coordination of applications, and placement will be the responsibility of the Volunteer Coordinator. Supervision, training, and evaluation will be the responsibility of the department where the volunteer works. In general, the Library accepts applications from individuals age 12 and older. Exceptions must be approved by the Volunteer Coordinator.

505.3 General employment practices will be applied in the recruitment, placement, supervision and possible termination of all volunteer positions.

505.31 A Volunteer Handbook will be maintained to include current descriptions of each volunteer role, information about the ICPL volunteer program and volunteer rights, protections and recognition.

505.32 Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.

505.33 Volunteers will work under the supervision of paid Library staff.

505.34 Volunteers will observe regular work rules while engaged in work for the Library.

505.35 Library staff reserves the right to terminate a volunteer if the volunteer's performance does not meet the standards for the job in which they have been placed.

505.36 City of Iowa City policies will be followed for volunteer jobs requiring background checks.

505.4 Volunteers will be used to augment basic services but will not be used to replace paid Library staff positions.

505.5 Each year the Library will recognize volunteers for their service during the previous year.

505.6 Volunteers may request reimbursement for transportation expenses related to time spent volunteering at the Library. Reimbursable expenses are parking meter and ramp tolls and bus fares.

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