



Badenhausen Reading Room Volunteer Guidelines

A Volunteer is...

Anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Badenhausen Reading Room. Volunteers at the Badenhausen Reading Room must be at least 14 years old or accompanied by a responsible adult while on duty.

Benefits of Volunteering

1. Opportunity to give back to the community
2. Gain experience in a working environment
3. Be a role model for friends, peers, siblings, and young children
4. Feeling of having made a difference and contributing to a community organization

Duties may include, but are not limited to:

- Cleaning- Materials, shelving, sweeping and picking up trash (both inside and out), computer keyboards, mice and screens
- Emptying outside book drops
- Filing
- Handouts - making copies of and then folding or cutting
- Maintaining/Organizing paperback novels
- Preparing craft projects for Children's department
- Preparing library items for removal as directed
- Recycling tasks – gathering, taking out to receptacles. crushing
- Removing stickers from library items as directed
- Shelving materials
- Shredding
- Straightening shelves
- Watering plants

Volunteers will be expected to complete assigned tasks before moving on to other available tasks. Not all tasks will need to be assigned at all times.

Qualifications and Selection

Potential volunteers are required to submit a volunteer application and may be subject to an interview process. Chosen volunteers may be required to complete an orientation session before working on site.

Because approved volunteers will be working alongside children and have access to staff areas, those age 18 and older are required to get a background check through the X X Sheriff's Department. The fee for the background check will be refunded if the volunteer successfully completes at least 20 hours of service within the 30 day introductory period.

Scheduling

At the discretion of the volunteer, in cooperation with the Director.

Other Requirements

Volunteers must agree to follow all of the Reading Room volunteer policies, guidelines and procedures, including dress code and code of conduct.

Volunteers must have reliable transportation to and from the library.

Dismissal and or Disciplinary action

All volunteer opportunities with the Badenhausen Reading Room are based on mutual consent. Both the volunteer and the Reading Room staff have the right to terminate the position at will, with or without cause, at any time.

A volunteer whose performance, attitude or personal philosophy of service does not meet the standards, requirements and philosophy of the Badenhausen Reading Room shall be warned of the inadequacies of their performance verbally and/or in writing by the Director. After one warning their volunteer position may be eliminated.

Grounds for immediate dismissal include, but are not limited to, the following actions when the volunteer is on duty and/or on Reading Room property:

- Assault
- Public Intoxication or Substance Abuse
- Theft or Vandalism
- Harassment
- Insubordination

Conduct

Attendance Requirements/Absenteeism

Volunteers are expected to work the hours agreed upon when assigned by the coordinator.

If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to the coordinator, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.

Volunteers who do not report for three consecutive scheduled days, without notifying the Director, will be considered to have resigned voluntarily.

If the volunteer would like to re-adjust their scheduled hours, they will have to meet with the Director to work out new shifts, if they are available.

Illness

Volunteers should stay home and rest if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

If the Director is not available, ask to speak with another available staff member.

Staff Work Space

Volunteers are not allowed to be unaccompanied at the circulation desk unless prior permission has been given. Staff desks, computers, cabinets, phones, and other staff property are off-limits to volunteers unless consent is given.

Volunteers will be offered a safe place to store their personal belongings if they wish to bring them in during their shift. The Badenhausen Reading Room accepts no responsibility for loss of stolen items.

Personal Appearance

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts.

Unacceptable dress includes tank tops and undershirts. Any article of clothing that bares the shoulders, midriff, or any part of the buttocks or breasts when the volunteer is standing, bending, kneeling or reaching overhead is unacceptable. Bare feet or barefoot thongs are unacceptable. Any other article of clothing that the Director determines to be similarly inappropriate in a business workplace is unacceptable.

Reading

Volunteers shall not indulge in personal reading while signed in.

Cell Phone

As a demonstration of their commitment, volunteers should silence their cell phone and refrain from making or receiving phone calls or texting while signed in.

If they need to make a call, they should inform the Director so that they can be signed out. Personal phone calls should be made outside so that other reading room users are not disturbed.

Conversations

Conversations in the workplace that are not concerned with Reading Room business should be kept to a minimum. This includes both conversations with other volunteers, employees, and with patrons.

Tobacco Products

The Badenhausen Reading Room is a tobacco free campus. Volunteers who choose to use tobacco products may do so only in their own personal vehicles.

Volunteers can expect the Badenhausen Reading Room to provide the following:

A clearly defined job description with appropriate supervision and direction.

Training on-the-job as required.

Respect for the value and activities of the volunteer as well as a cooperative working relationship between staff and volunteers.

Assistance in evaluating the volunteer assignments and when making necessary changes.

A letter of reference may be available on request upon successful completion of the volunteer assignment.

As a volunteer for the Badenhausen Reading Room, I agree to do the following:

Work a pre-determined number of hours according to a schedule acceptable to my supervisor.

When sick or unable to work, notify immediate supervisor as soon as possible.

Comply with established Reading Room practices by behaving in an appropriate, businesslike manner in the workplace environment.

Fulfill the duties outlined in the job description in a professional manner.

Take pride in the role of a volunteer and contribute to a mutually cooperative working relationship with staff and other volunteers.

Adopted by the Badenhausen Board of Trustees on January 11, 2022