



VOLUNTEER POLICY

Monmouth County Library appreciates the interest of community partners for volunteer opportunities to support the mission and goals of the library and further recognizes the great contributions volunteers can provide. Volunteerism strengthens the Monmouth County Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve satisfaction and advocate for quality library service.

A volunteer is anyone who assists the Monmouth County Library on a regular basis with Library activities without financial compensation. Volunteers will not be used to replace the work done by paid staff.

The Monmouth County Library embraces Diversity, Equity and Inclusion in all of its practices including volunteer service.

Volunteer Requirements:

- Volunteers are required to submit a completed Monmouth County Library Volunteer Application.
- Volunteers are required to complete the Monmouth County Library Volunteer Agreement.
- Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time; if not selected applications will be kept on file for six months.
- Acceptance of an application is at the Library Director's (or designee's) discretion.

The Monmouth County Library's Responsibility to Volunteers:

- Review job duties and expectations;
- Confirm work dates, times, and anticipated duration of the assignment;
- Provide procedures and training for all volunteer tasks;
- Ensure that all volunteers serve in positions which reflect their skills and interests as closely as possible while meeting the needs of the Monmouth County Library;
- Provide supervision in accordance with sound supervisory practices and Monmouth County Library policies;
- Maintain accurate volunteer data;
- Supply volunteer with a name tag which must be worn while on assignment.

Volunteer Responsibilities:

- Volunteers are responsible to carry out the agreed upon duties to the best of their abilities;
- To arrive on time and notify the library prior to any absence;
- To work with the aims, objectives, values and goals of the Library;
- To work under the Monmouth County Library rules, regulations, policies, and Code of Conduct;
- To be honest and reliable;
- To be capable of interacting with staff and public in a positive manner;
- To wear a name tag at all times while working in the library.

Guidelines for Volunteers:

- Volunteers are ambassadors for the Monmouth County Library and must present a positive image to the public.
- The privacy of Library customers and co-workers must be respected at all times. State law requires that information regarding staff members, Library operation and registered users stored in any form is confidential and is made available only to staff and volunteers in the line of duty and to others only in response to a subpoena.
- It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they may be asked to leave and return when they are appropriately dressed.
- Volunteers are required to maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member.
- Volunteers are responsible for updating personal data, such as change of address or telephone number, and emergency contact information, etc., with their Supervisor.
- The Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.
- Library owned equipment and supplies are for library use only and may not be used for personal business.
- Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to a supervisor.
- Personal telephone calls except those of an emergency nature are discouraged. Telephone calls using library equipment placed for personal business or recreational use are not permitted.
- To end a volunteer commitment, please notify your supervisor of that decision and the effective date.
- Volunteers should always wear their name tags while working in the Library.

Due to the availability of staff supervision and public health situations, Monmouth County Library reserves the right to accept volunteers, limit volunteer opportunities and suspend the volunteer program.