

Policy and Procedure Manual	Section B 12.1
Public Policy Volunteer Policy Adult Volunteer Procedures	Issued: November 14, 2007 Revised: March 15, 2018 Approving Authority: Administration

### **Adult Volunteer Procedures**

The following are procedures to follow when assigned a volunteer to your department:

- Nametags will be made for each volunteer
- A swipe card(s) will be issued to each department assigned a volunteer. This swipe card is to be distributed and collected each time the volunteer is scheduled to work.
- Department Managers/Assistant Managers will be issued a timesheet for each volunteer and are expected to complete them for each day worked. These timesheets are to be kept on a monthly basis. At the end of each month the timesheet is to be given to the Assistant Library Director to be attached to the volunteer's application.
- A tour of the departments/building where the volunteer might be working should be given to each volunteer as part of their orientation by the volunteer's supervisor.
- Volunteers are allowed to use the staff lounge/restrooms.
- Incoming phone calls for the volunteers are prohibited, unless it is an emergency.
- Volunteers should follow the library's dress code, but may wear jeans.
- Volunteers should be given a name and an extension number to call for change of schedule.
- Volunteers may not work more hours without notifying the Assistant Director.
- If hours scheduled are not suitable for either department or volunteer, notify the Assistant Library Director.