



Volunteer Policy

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Lomira QuadGraphics Community Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the community.

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 the Library or online). Your application will be reviewed and a member of the Library's staff 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 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 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 the Library Director 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 it serves.