

Hedberg Public Library
A104 Library Volunteers
Board Policy
Last update - March 2005

Use of Volunteers

Volunteers enhance the library's basic service program by performing selected ongoing tasks and special projects that supplement existing services and which provide a higher level of service than the library could otherwise afford.

As a community organization, the library also provides limited opportunities for individuals requesting volunteer duties in order to meet educational or community service requirements. Benefit to the library is the deciding factor in determining the number and scope of these alliances.

Examples of Volunteer Activities

- Assisting with children's activities, e.g. summer library program
- Delivery of library materials to homebound patrons
- Staffing The Ground Floor
- Supplementing shelf-reading done by staff
- Clerical work for special projects, such as distributing and collecting survey forms in the library, stuffing and labeling envelopes and data entry
- Materials processing in Technical Services
- Other duties in Reference and Circulation

Volunteer Coordinator

An on-staff coordinator oversees the adult volunteer program. Teen volunteers are managed by the Youth Services Department.

Volunteer Recognition

The Volunteer Coordinator arranges for appropriate recognition of adult library volunteers. Teen volunteers may be recognized separately.