

# **Montana State Library Commission**

## **Volunteer Policy**

### **POLICY STATEMENT**

Montana State Library (MSL) welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are people who perform on-going service willingly and without pay or expectation of compensation. Volunteers provide specific and selective services and do not replace permanent, paid staff. Volunteers are supervised by Library staff members and shall not be considered as employees of the Library. MSL's Volunteer Coordinator serves as a liaison between volunteers and staff and is responsible for the recruitment and placing of new volunteers. The Volunteer Coordinator will work with appropriate staff to evaluate performance and coordinate training for volunteers and ensure that the relationship between MSL and each volunteer is mutually beneficial and serves to enhance the library's mission.

### **YOUTH VOLUNTEERS**

MSL welcomes child (ages 8-13) and teen (ages 14-17) volunteers on a case-by-case basis. The Volunteer Coordinator must receive written permission from a youth volunteer's parent or guardian in advance of the volunteer's arrival. Adult chaperones are responsible for the supervision of children. Children must be accompanied by an adult volunteer and must remain within sight of their accompanying guardian at all times. Adult volunteers wanting to bring a child to volunteer must receive approval in advance from the volunteer coordinator. Running and horseplay are not allowed in the library. If the Volunteer Coordinator feels there is not adequate supervision of a child volunteer, volunteers may be asked to leave. Youth volunteers who behave in a manner that is unacceptable will be asked not to return. Teen volunteers may volunteer without a guardian present with prior approval from the Volunteer Coordinator. The Volunteer Coordinator will directly supervise teen volunteers.

### **VOLUNTEER HANDBOOK**

While performing work for MSL, volunteers are generally expected to follow applicable MSL and State of Montana policies that govern MSL employees. More detail on these policies will be provided (and maintained) in the Volunteer handbook which each volunteer will have the opportunity to review before they begin their volunteer work at MSL.