

LIBRARY SERVICE GROUPS

FRIENDS OF THE LIBRARY

Issue Date: 4/14/98

Support of libraries from the private sector is mainly given by Friends of the Library groups. Their help comes through volunteerism, fundraising, advocacy, and public relations. Friends represent the Library to the community, and each is a walking public relations vehicle for the Library. The potential effectiveness of the Friends of the Library cannot be overestimated.

VOLUNTEER POLICY

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The Warsaw Community Public Library encourages and welcomes persons who believe in the Library's mission and wish to volunteer their time and energy toward its accomplishment.

Volunteers are not intended to replace staff members but help them in their assigned tasks. Volunteers become an integral part of the Library team with rights and advantages, as well as responsibilities and expectations. Awards will be given in recognition of hours volunteered.

Volunteer are expected to adhere to the same rules and regulations as staff. Following is a list of Rules and Regulations:

RULES AND REGULATIONS FOR JUNIOR VOLUNTEERS

1. Young people from 5th through 8th grades may join the Junior Volunteer group that is supervised by the Community Services Department.
2. You may select a specific day and time to work on a regular basis or you may call us at 267-6011 to request a day and time to work. If you cannot come to work on a scheduled day, please call us.
3. Community Services staff will give you instructions regarding your specific project. We will take into account your talents and preferences as jobs are assigned.
4. Jobs will include photocopying pages, cutting out forms, helping make props for story hours, straightening bookshelves, etc.
5. Maximum time worked is two hours per day, but never after 7:00 p.m. Sign in and out in the book titled Junior Volunteers, which is located in the Community Services Department.
6. While on duty, quiet and dignified behavior is expected.
7. A public phone for your use is located in the hallway as you enter the building. The phone in the Community Services Office is for Library use only.
8. Public bathrooms are located in the hallway by the entrance.
9. No more than two volunteers may work at a time. A sign-up sheet is available for scheduling work hours.

10. **CONFIDENTIALITY:** You may hear or see something about another library user while on duty. All information, including addresses and telephone numbers, is confidential, and is not to be discussed outside the library.
11. Volunteers are expected to dress in neat and clean clothing.

RULES AND REGULATIONS FOR SENIOR HIGH VOLUNTEERS

1. Senior High students from 9th through 12th grades may become volunteers at the library under the supervision of the Community Services Department.
2. You may select a specific day and time to work on a regular basis or you may call us at 267-6011 to request a day and time to work. If you cannot come to work on a scheduled day, please call us.
3. Community Services staff will give you instructions regarding your specific project. If you are to work elsewhere in the library, you will be taken to the person who has requested your services.
4. Jobs will include photocopying pages, cutting out forms, helping make props for story hours, straightening bookshelves, filing, clipping news releases, cleaning videos, making packets for circulation, etc.
5. Maximum time worked is three hours per day, but never after 7:00 p.m. Sign in and out in the book titled Youth Volunteers, which is located in the Community Services Department.
6. While on duty, quiet and dignified behavior is expected.
7. A public phone for your use is located in the hallway as you enter the building. The phone in the Community Services Office is for Library use only.
8. Public bathrooms are located in the hallway by the entrance.
9. No more than two volunteers may work at a time.
10. **CONFIDENTIALITY:** You may hear or see something about another library user while on duty. All information, including addresses and telephone numbers, is confidential, and is not to be discussed outside the library.
11. Volunteers are expected to dress in neat and clean clothing.