

VOLUNTEER POLICY

New Ulm Public Library welcomes requests from community members who would like to volunteer at the library. The library recognizes and appreciates their efforts and unique talents.

Volunteers are needed on a year-round basis to perform a variety of tasks. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Volunteers are recruited without regard to any individual's race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Due to the extra supervision required of minors, and because of Citywide policy, volunteers will only be accepted when sixteen (16) years of age and older. Minors must have parental permission to serve as library volunteers.

Any community member who would like to volunteer on a regular basis must fill out a Volunteer Application Form and be interviewed by the assistant library director or the library director. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

Volunteers may be used to perform certain library duties under the following guidelines:

—Volunteers will work under the supervision of a regular staff member, the supervising Librarian, and are subject to the policies and regulations of the Library.

—Volunteers may be used to perform duties as a supplement to the regular staff, but will not be used to replace staff.

—Duties which volunteers may perform include but are not limited to: helping with youth or adult programs; delivery of materials to the homebound or institutionalized patrons; preparation of displays and work on publicity materials, mending and cleaning of library materials, digitization projects; and other similar duties.

—Work performed by volunteers is without compensation by the Library and at the risk of the volunteer. The Library does not carry insurance that protects the volunteer in case of accident or injury.

—Scheduling is based on the needs of the Library and the sole discretion of the supervising Librarian. The supervising Librarian may end a volunteer's service at any time and for any reason.

Approved August 17, 2020