

Engage Staff for Input



WHY HAVE VOLUNTEERS?

- Volunteers promote library advocacy
- Volunteers enhance user experience
- Volunteers provide talent + skills
- Volunteers build community



- Go beyond sending emails
- Inform managers as well as librarians + paraprofessionals
- Ask for ideas + areas of need
- Have a short description of why + how volunteers will enhance library services
- Provide sample volunteer positions
- Be sure staff know to contact you

Reach out in person

Attend meetings, speak at
staff events/trainings +
check in personally to
spread the word





Have policy and procedures for handling volunteer requests from staff and applications.

**DURING PROGRAM PLANNING TIME,
REMIND STAFF THAT THEY CAN ASK FOR VOLUNTEERS.**



Invite yourself, but don't overstay your welcome!

DEVELOP A MISSION STATEMENT

WHAT'S THE POINT?



A mission statement, or purpose, establishes a strong foundation for the volunteer program as well as consistency within departments, branches, and the general mission of the library.



JMRL VOLUNTEER PROGRAM PURPOSE:

The volunteer program provides a means for members of the community to actively support JMRL's mission and services to the community.



LIBRARY MISSION

Jefferson-Madison Regional Library enhances the quality of life by providing equal access to information. The Regional Library serves all ages, promotes reading, serves as a life-long educational resource, and supports democracy by fostering the free exchange of ideas.

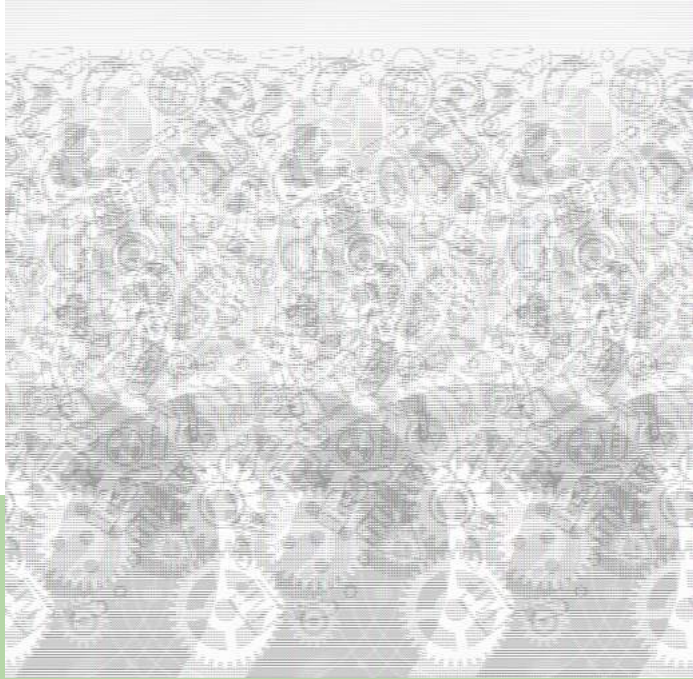
Ask: How does the volunteer program serve the library?

- Who are you trying to attract?
- What do you want to achieve?
- What are the benefits?

**BE GENERAL SO THAT YOUR MISSION
CAN ENCOMPASS GROWTH IN THE
FUTURE OF THE VOLUNTEER PROGRAM.**

Get Feedback





CREATE VOLUNTEER POSITIONS

WHY SPECIFY VOLUNTEER JOBS?

- Attracts skilled volunteers
- Outlines specific volunteer tasks
- Gives volunteers a sense of purpose
- Allows potential for change
- Lessens unnecessary communication



This Change Revolutionized JMRL's Volunteer Program

Staff agency  They ask me for volunteers

Skilled Volunteers vs General Volunteers

CITIZENSHIP CLASSES
GARDENING
TOY LIBRARY
CODING
PHOTOGRAPHY
COMPUTER SKILLS

TAX PREP HELP
HOMework CLUBS
VIRTUAL VOLUNTEERING
CREATIVE WRITING
RESUME BUILDING

GENEALOGY
MUSICIANS

YOGA
EXPERT PRESENTATIONS
FOREIGN LANGUAGE
HANDICRAFT SKILLS

The sky's the limit!



CHECK OTHER LIBRARIES
CREATE LEADERSHIP ROLES
THINK BIG!
ASK NON-LIBRARIANS



RECRUIT + TRAIN VOLUNTEERS

Where to begin



Promote Library Volunteering

VOLUNTEER PROGRAM WEBPAGE

ONLINE VOLUNTEER BOARDS

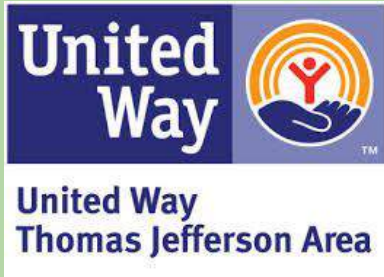
COMMUNITY EVENTS

TALK IT UP!

BROCHURES



COMMUNITY RESOURCES + GROUP VOLUNTEERS



Mistakes to Avoid

Meet in person before accepting a volunteer

Be honest about time commitment

Don't overwhelm yourself with too many volunteers to track

Think outside the box of book repair and shelf reading

Avoid confusion between volunteers and paid staff doing similar work

Be prepared for staff/volunteer conflict

Have clear volunteer procedures

Article on
challenges

**PUBLIC
LIBRARIES
ONLINE**



- Group Training
- Staff Liaison
- Volunteer leaders
- Simplify

Recognize Volunteers



The importance of micro-interactions

Thank volunteers for tasks big and small



Shift from Volunteer Management to Volunteer Engagement

Give volunteers titles to recognize them as valuable resources for the library community

Give volunteers leadership roles

Ask volunteers for input



GREAT ARTICLE!



URBAN
LIBRARIES
COUNCIL

IDEAS FOR VOLUNTEER APPRECIATION



7 ideas from
volunteermatch.org

- High tea
- Buffet or potluck lunch
- Personal note
- Book plates
- Voucher for FOL book sale
- Highlight on blog/newsletter
- Gift bags
- Homemade sweets
- Tour of special library collection



WHY VOLUNTEER?

Give back

Sense of community

Love of library

Skill to offer

It's not about compensation

