

The Buchanan County Public Library actively encourages volunteers of various skill sets and backgrounds. The Friends of the Library provides the most stable pool of volunteers. This group is a 501c3 library support group whose membership fundraises for various programs, activities, and “extras” which assist the library’s mission. They are governed by their own guidelines and officers but must work within the policies and guidance of the Library Administration. The Library has no control over the Friends’ membership, organizational governance, or financial affairs. Some of the traditional support the Friends provide includes sponsoring author visits, literacy programs, assisting with Summer Reading, funding the Imagination Library, and acting as chaperones and program volunteers under the direction of library staff.

Volunteers may be used for many library tasks from general housekeeping, landscaping, program support, and routine clerical tasks. Volunteers may not work the circulation desk, access patron records or information, library business information, or any employment information. Volunteers are supplemental help and may not be used in place of an employee on the work schedule. In recognition that some sensitive information may be seen or overheard by volunteers despite staff best efforts, all volunteers who are not program support (i.e. guest speakers, entertainment, or program personnel) must sign the Volunteer Statement of Confidentiality found in Section 7.3. These volunteers will be required to meet with the Library Director and/or the Library Administrative Assistant to discuss expectations, scheduling, and task assignment.

Volunteers may be accepted from various government and court programs such as VIEW or the Drug Court; however no volunteer who is charged with a violent crime, theft, or appears under the influence will be considered. The Library Director may reject any volunteer or make task assignments based on library needs and volunteer skills. Volunteers who do not provide good service or abide by expectations for volunteers will be dismissed. All volunteers must be supervised by a library staff member. No youth under 14 years of age will be accepted as a library volunteer unless under the supervision of a Boy or Girl Scout leader, school personnel, or a church group leader.

Record keeping for volunteers consists of the Volunteer Statement of Confidentiality, a Contact Sheet, a Timesheet, and a Project Assignment Sheet (see Sections 7.3, 7.4, 7.5 and 7.6). For some volunteers the Timesheet will include Task Assignments instead of a Project Assignment Sheet. Copies of these are kept in the Volunteer file and the original is given to the volunteer. Everyone who volunteers 25 hours or more will receive a BCPL Volunteer T-shirt.