

Neligh Public Library

Volunteer Policy

“Personnel are the library’s most valuable resource and usually account for the largest portion of the budget. A library must be adequately staffed by competent, well-trained people to guarantee thorough, efficient and high-quality library service to the community.” (Ch. 9 NE Library Board Manual). In order to remain a Nebraska accredited library, the Neligh Public Library must have paid library staff present during all scheduled hours the library is open; these staff are compensated following all appropriate statutes. (<http://nlc.nebraska.gov/LibAccredQualify.asp>)

The Neligh Public Library volunteer program supplements the efforts of paid library staff to provide quality library collections, services and programs. A volunteer is a person who performs tasks for the Neligh Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Volunteers are expected to follow the guidelines established here within this policy and to adhere to the policies of the Neligh Public Library while serving as a volunteer.

Library Volunteer Guidelines

Volunteers are to be at the Neligh Public Library at the time agreed upon between the volunteer and the librarian. If, for any reason, the volunteer cannot meet their obligation, please call 402-887-5140 to notify the librarian as soon as possible.

Volunteers are to conduct themselves in a professional manner during the time they are volunteering at the Neligh Public Library.

- Check in with the supervising librarian upon arrival.
- Personal phone calls are to be limited to emergencies only.
- Short breaks are acceptable depending on the duration of the shift.
- Proper attire is expected to convey a professional image. Clean jeans are acceptable. Shorts and miniskirts are prohibited.
- Volunteers are discouraged from answering reference questions; please refer questions to a librarian.
- When given a task, follow the procedure for the job or the directions of the librarian. Ask questions if further instructions are needed.

_____ I (the volunteer) agree to the above policy and guidelines concerning my work at the Neligh Public Library.

_____ If the Neligh Public Library should no longer need my services, I understand that the library may terminate my status as a volunteer and I will not hold the library responsible for unwarranted termination.

_____ I will contact the Neligh Public Library immediately if I am unable to fulfill my obligation as a library volunteer.

Volunteer signature

Date

Librarian signature

Date