

The J. Robert Jamerson Memorial Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and/or work on special projects. Volunteers learn more about the Library and its place in the community and observe first-hand the way the Library serves the community's needs. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and completing tasks that would otherwise linger. They also become strong advocates for the library. Volunteers do not replace library staff.

These are some kinds of work which have been done by library volunteers: program assistance (craft and story time, Summer Reading Program), inspecting and mending library materials, shelving returned materials, display design and maintenance, clerical work and shelf-reading. Volunteers do not handle book transactions or money transactions.

1. Volunteers are selected based upon their qualifications and needs of the Library at any given time.
2. Volunteers must fill out an application, participate in an interview process that includes a reference check and possible criminal background check.
3. Volunteers will be trained by Library staff to perform specific duties and are expected to take directions from the Library staff.
4. Work schedules and specific time commitments will be arranged by each volunteer and the Library Director. Volunteers are asked to commit to a service period of at least three months. Volunteers who cannot meet a scheduled work assignment must inform the Library Director in advance.
5. Volunteers are welcome to bring any concern, problem, or suggestion to the Library Director and to ask for any information needed to do the job more effectively.
6. The volunteer should keep an accurate record of the hours worked, recording them on the Library's volunteer Record form.
7. Expenses directly related to volunteer service are generally deductible from state and federal income taxes. Therefore, volunteers may wish to keep an on-going record of transportation, parking, and other relevant expenses. (For more specific information, see IRS Publication 526, Charitable Contributions)
8. Volunteer performance will be evaluated by the Library Director once a year.
9. Volunteers may be removed from the Volunteer Program for poor performance, lack of available work, or violation of the Library's policies and procedures.
10. The Library Director will ask each volunteer for an evaluation of the volunteer program periodically and also upon completing volunteer services. Comments are welcome at other times as well.
11. Volunteers must notify the Library Director as soon as possible when wishing to discontinue service to the Library.
12. Volunteers are expected to operate within the stated policies and procedures of the J. Robert Jamerson Memorial Library.
13. Volunteers are expected to have a good knowledge of the goals and purpose of the J. Robert Jamerson Memorial Library.