

## **Carnegie-Evans Public Library**

**203 Benton Ave.**

**Albia, Iowa 52531**

**<https://www.albia.lib.ia.us>**

**1(641)932-2469**

### **LIBRARY VOLUNTEER POLICY**

The Carnegie-Evans Public Library welcomes volunteers from the community in a variety of capacities. With a strong volunteer base, the library can enhance services and experiences for our community!

Volunteers may assist library staff in the following ways:

- Work assisting a Librarian in daily operational tasks
- Work assisting a Librarian for special programming
- Work in the community establishing support for the library
- Provide Services for the Library

General employment practices will be applied in the recruitment, placement, supervision and possible termination of all volunteer positions. Volunteers shall be subject to and comply with all policies of the Library.

All volunteer positions shall be supervised by the Director, and other library staff.

Approved applicants will be placed in available positions based on their interests, availability and skills and the need of the library.

Volunteer positions will be utilized to augment the operation of the library and provide additional opportunities for the community and will not be utilized to replace paid staff positions.

All volunteers will receive and acknowledge the **Volunteer Service Information** and shall receive and be subject to any employment policies in the **City of Albia Policies and Procedures Manual** **where** appropriately applied to volunteers.

The library reserves the right to change any volunteer position arrangement in any way at-will.