

3-5. Volunteers

Adopted 1/25/2018

Josephine Community Library District (JCLD) is a library system that values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons and without their outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A. How to Become a Volunteer

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Prospective volunteers are required to fill out an application and a background check form. Once the background check is satisfactorily completed, the volunteer manager will conduct an interview with the volunteer to determine the best placement and schedule.

B. Categories of Volunteers

1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the libraries.
2. VolunTEENS—13 to 17 years of age. The VolunTEENS are supervised by an adult and work on activities and special projects as directed by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information.

C. Volunteer Positions

Volunteers work in all areas of the library including:

- Circulation Desk
- Information Desk
- Book cataloging and processing
- Children's Department
- Shelving and shelf reading
- Homebound book delivery
- Book mending
- Maintenance and housekeeping
- Events coordination
- Scrapbooking/historian

- Display designing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Speakers bureau/outreach
- Friends of the Library

D. Volunteer Time Commitment

For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week.

E. Volunteer Training

All volunteers are required to attend volunteer orientation and appropriate trainings for their assigned position. Some examples include shelving training, circulation training, Polaris training, and so on. Training requirements are to be determined by the supervising staff.

JCLD Policy Manual, Section 5, Volunteers, details all volunteer policies.