

## 30. GRIMES PUBLIC LIBRARY VOLUNTEER POLICY

In keeping with the Library's purpose of serving the community, and in recognition of our status as a community-funded institution, the Board welcomes and enthusiastically encourages the interaction of and support of local residents throughout such avenues as library volunteering and Grimes Friends of the group, or a Library Foundation.

The Library Director, Board Members, Friends, and the Foundation Group may recruit library volunteers, cooperatively, on either a one-time project or a long-term, scheduled basis. Volunteers will be trained as needed to do specific, non-professional library tasks (unless the volunteer has professional library skills), and will be supervised. Records of individual and total volunteer hours will be kept for one fiscal year to assist in evaluating library activities, and individual volunteers in receiving credit for their service. Volunteer's service will be recognized by the Grimes Public Library. Volunteers will be supervised by the Director or the Head Librarian on duty.

Some examples of tasks that might be assisted by volunteers follow:

- Shelving, shelf reading and inventory
- Book mending
- Displays
- Children's story hours and programs
- New materials processing
- Publicity
- Fundraising projects
- Building projects
- Computer projects

Approved by the Grimes Public Library Board of Trustees: 01/13; 11/15; 07/16; 09/18