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## **Volunteers**

The Charlevoix Public 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.

1. All Charlevoix Public Library volunteers are encouraged to be a current member of the "Friends of the Charlevoix Public Library." The Friends organization is a group who supports the library's mission. Memberships are \$5.00 per year. The forms are available at the library and on the library's website.
2. Volunteers are expected to make a commitment to the library for an agreed upon time by the volunteer and staff.
3. Volunteers are asked to wear identification badges when working in the library and to return the badge when work is complete.
4. If a volunteer will be absent, be on vacation or need to change the stated work schedule, notification to the coordinator is appreciated.
5. Any concern, problem or suggestion is always welcome. If a volunteer is not happy with an assignment, the coordinator will consider a change in the assignment. It is the responsibility of the volunteer to talk with the coordinator about any job assignments.
6. An important requirement of all volunteers is to sign-in on the volunteer sheet. Please keep an accurate record of the hours you work, and record them on the sheet after each shift. These numbers are reported in our annual report and used in grant applications.
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. The volunteer coordinator may ask you for an evaluation of the volunteer program periodically. Your comments are welcome at other times as well.
9. Volunteers are expected to operate within the stated policies and procedures of the Charlevoix Public Library. Volunteers are expected to have a good knowledge of the goals and purpose of the Charlevoix Public Library.
10. An adult supervisor must accompany a volunteer who is 13 years old or younger.

## **Community Service Workers**

The Charlevoix Public Library will provide community service hours for the public from May through October, for grounds maintenance, within the following guidelines:

1. Community service workers will be required to complete the "Community Service Information" form.
2. Community service workers are asked to work in the library at the discretion of the library staff.
3. Community service workers must commit to at least one day per week. Community service workers are responsible for tracking their hours.
4. Community service workers will follow the Charlevoix Public Library guidelines for volunteers.

**Minors Working off Fines**

1. Minors may provide volunteer service at the library in lieu of paying fines.
2. Overdue fines are the only charges that are eligible to be worked off, at a rate of \$7.50 per hour.
3. Those who choose this service must follow the Charlevoix Public Library guidelines set for volunteers.