



## VOLUNTEER POLICY

The West Plains Public Library places a high value on volunteers and their dedication to public service. We depend on volunteers and the contributions of time, skills and commitment that they give. As a result, we consider it important that our volunteers meet certain standards of the library.

**Definition of a volunteer:** Volunteers are identified as persons who regularly perform duties or tasks for the library without wages or benefits.

Volunteers will not take the place of paid staff. They will provide special, unusual or supplemental services and will be recruited for specific jobs rather than on a general basis.

**Application Process:** All prospective volunteers must complete a formal volunteer application provided by the library. The application should include relevant personal information, prior volunteer or work experience, and references if requested. All applicants must be 18 years of age or older.

**Placement of Volunteer:** All volunteer applications, background check results, and supporting materials will be reviewed by the Library Director or their designee. The Library Director shall make the final decision regarding approval, placement, or denial of any volunteer position within the library. Volunteer placement is based on library needs and does not guarantee continued or future volunteer opportunities.

**Volunteer Policy – Children’s Department Programs:** The purpose of this policy is to ensure the safety, well-being, and positive experience of children participating in library programs by establishing clear requirements and procedures for volunteer involvement in the Children’s Department.

This policy applies to all volunteer positions that involve direct interaction with children, including but not limited to:

- Guest Storytime leaders
- Saturday Story Hour facilitators
- Volunteers assisting with children’s programs, events, or activities

**Relevant Experience:**

- Applicants should provide relevant work, volunteer, or educational experience working with children.
- The library may request documentation or references to verify experience.

**Background Check**

- All volunteers working directly with children are required to successfully complete a background check prior to participation.
- Background checks will be conducted in accordance with City of West Plains policy and applicable state and federal laws.
- Any information revealed during the background check may be grounds for disqualification.
- Experience may include teaching, childcare, education, youth programming, or similar roles.

**Attendance:** Volunteers must carefully plan for the days and hours they can work. The library staff and patrons are depending on them to work during their scheduled time. If for some reason the schedule cannot be kept, the library must be contacted as soon as possible.

**Conduct:** Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior code as employees. Volunteers may have access to staff restrooms and break room during their work hours. **Friends and family are welcome to visit in the main library only.** However, we ask that they do not interfere with the volunteer's work or service to library patrons.

**Dress:** Volunteers should dress neatly in clean and presentable clothing. T-shirts with inappropriate messages, short skirts, low-cut tops, and other revealing garments are not allowed. Volunteers, just like library staff, must present a professional appearance to the public. Ask the Library Director or designee any questions regarding dress standards. Volunteers may be asked to wear a volunteer tag for identification during volunteer service.

**Conflicts:** The library staff is open to suggestions and comments which may help better serve the volunteer and library patrons. Conflicts with policies, procedures or job duties should be discussed with the Library Director or Assistant. We want to make the volunteer experience a successful one for the volunteer and for the library.

**Dismissals:** The Library Director reserves the right to dismiss a volunteer for inappropriate behavior or for lingering concerns, such as unresponsiveness to corrective counseling.

Examples of inappropriate behavior are:

- Repeated absences
- Consistently poor performance of duties
- Destruction or theft of the library's or another individual's property
- Possession of firearms, alcohol or controlled substances on the library's property or reporting to work under the influence of alcohol or illegal drugs.
- Public displays of abusive or disruptive behavior
- Abusive language or conduct toward staff or other volunteers
- Invasion of privacy of library patrons, staff or volunteers

- Misuse of any library records, including electronic data

Revision regarding age of minors approved at the June 17, 2002 meeting of the West Plains Public Library Board of Trustees, Peggy Kissinger, President.

Amended during the March 2026 Board of Trustees meeting, Jarryd Alsup presiding.

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West Plains Public Library  
Junior Volunteer Application  
(Ages 12 - 16)

(Please Print)

NAME: \_\_\_\_\_  
(Last) (First) (M.I.)

ADDRESS: \_\_\_\_\_

—

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

—

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ HOME  
PHONE \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ WORK  
PHONE \_\_\_\_\_

Notify in case of emergency:

\_\_\_\_\_

(Name) (Relationship) (Home Phone) (Work  
Phone)

Name of School \_\_\_\_\_ Grade (circle) 5 6 7 8 9 10 11

Volunteer  
Experience \_\_\_\_\_

Interests, Skills, School  
Activities \_\_\_\_\_

I want to volunteer: \_\_\_ Summers Only \_\_\_ Year Round \_\_\_ Limited School Project  
& or hours required \_\_\_\_\_

Available Days Available Times Available  
To M \_\_\_ T \_\_\_ W \_\_\_ TH \_\_\_ AM \_\_\_  
Volunteer F \_\_\_ S \_\_\_ SUN \_\_\_ PM \_\_\_

*Please circle where you would like to volunteer:* Children's Department Young Adult

Outside Library Grounds Assist with Computers Housekeeping

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

(Your signature indicates your approval for your child's participation in the Junior Volunteer Program.)

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.