



Volunteer Program Policy

1. Volunteer applicants interested in the shelving position are required to be at least 15 years old. Reading and accurate alphabetizing skills are necessary for shelving tasks.
2. Applicants between 12-18 years old may apply for the Volunteer position. Please refer to the position description for information about the duties.
3. All potential volunteers must complete an application prior to being allowed to volunteer at the library. The library reserves the right to deny volunteer opportunities to any person.
4. Volunteers will be subject to a background and/or reference check.
5. The library may inform a volunteer at any time and for any reason that they may no longer volunteer at the library. The library need not specify a reason.
6. Volunteers must:
 - Be respectful of staff, patrons, and their surroundings.
 - Perform assigned tasks as requested.
 - Show up for assigned hours if the task requires a specific time—please remember that we are counting on you.
 - Perform tasks correctly—please ask if you have questions or concerns.
7. The library will contact approved volunteers to set up an interview, orientation, and training. If you have further questions, please contact the volunteer coordinator at 920-886-6321. Thank you!

Please keep in mind:

The library does not offer short-term volunteer opportunities. The library is unable to accept applicants who have court ordered volunteer service requirements.