

# Policies

## Volunteer Workers

**Approved: 5/12/82; reviewed 6/21/06, 6/15/11, 7/20/16, 1/19/2022.**

**Review Date: 2027**

While paid library staff perform essential operations, volunteers provide a valuable service to T.B. Scott Free Library, in addition to providing the public an opportunity to give back to their community.

As a general guideline, T.B. Scott Free Library volunteers should not work more than 20 hours per month. This guideline does not apply to cooperative ventures (e.g., Wisconsin Works, FSET, and MAPS work experience programs) designed to provide individuals with workplace experience, in which participants are assigned volunteer-level duties. Exceptions will be approved by the library director.

The duties of a volunteer will generally be special short-term projects and projects that could not be accomplished without volunteer assistance.

Each volunteer will be given an orientation to the project, the estimated time involved, and the date the project is to be finished (or scheduling guidance for ongoing programs).