



Irvin L. Young Memorial Library

VOLUNTEER POLICY

The Irvin L. Young Memorial Library staff is willing to work with volunteers under the direction of the Library Director. If an applicant misrepresents him or herself and is accepted into the program, any and all hours worked as a part of the library volunteer program will be considered null and void.

Who may apply to the volunteer program?

- Middle school and high school students who need to complete community service hours for a truancy violation.
- Middle school and high school students who have violated the school conduct policy regarding behavior.
- High school students working to fulfill requirements for membership in the National Honor Society.
- High school students working to fulfill requirements for their Achievement Portfolio and Individual Learning Plan.
- University students working to fulfill requirements for graduation from the College of Business and Economics or from any other academic unit or social or service organization.
- University students who have been assigned community service hours either by the University of Wisconsin-Whitewater Office of Student Affairs or the Whitewater Municipal Court.
- Anyone in the community sentenced to do community service by a judge of Jefferson or Walworth County. Failure to supply adequate paperwork from the sentencing judge will prohibit the volunteer from completing community service in the library.
- Anyone else who simply chooses to volunteer.

Requirements for volunteers

- Volunteers are asked not to wear strong scents to the library.
- Volunteers must wear shoes that cover their toes.
- Clothing needs to be clean and neat.
- Clothing advertising alcohol or tobacco is not to be worn.
- Once a schedule is established between the volunteer and the direction of library staff, the volunteer is expected to arrive on time as he or she would for any employment. If a work session needs to be cancelled, the volunteer must notify the library prior to the absence.
- Volunteers must wear a name tag at all times while working in the library.



Irvin L. Young Memorial Library

The Library will not accept anyone for community service if any of the following apply:

- Anyone with a record of illegal drug use.
- Anyone who has been convicted of a sexual offense.
- Anyone with a record of theft.
- Anyone with a record of threatening another person with a weapon.
- Anyone with a record of domestic abuse.

Causes for termination from the program may include, but are not limited to:

- Theft. If at any time during the volunteer's assignment in the library he or she is found to be stealing items from the library, the volunteer will be immediately turned over to the Whitewater Police Department for prosecution. All hours worked prior to the discovery of the theft will be considered null and void.
- Failure to conduct themselves in a manner in accordance with the Inappropriate Behavior Policy.
- Failure to successfully complete the tasks as assigned.
- Failure to abide by the rules of the Whitewater Unified School District and/or the University of Wisconsin-Whitewater or any local, state, or federal laws.

By my signature I declare that I have read and understood my volunteer responsibilities and will strive to complete my assigned tasks and hours in a responsible manner.

Print Name

Signature

Date