

Volunteers

Policy

The Irving Public Library utilizes community volunteers to enhance Library services. The Library recognizes that volunteering benefits the community, the Library, and those who volunteer. Valuable skills and talents are brought to the Library by volunteers and volunteering serves to strengthen community relationships.

Types of Volunteers

Docents — community members who volunteer to serve their community out of a love for the library, and for personal fulfillment.

Student Service Learning Volunteers — students who seek to fulfill the requirements of a school program (public, private or collegiate).

In order to provide the best possible experience for volunteers and the community, the Library has established these procedures.

- The Library Services Volunteer Coordinator is responsible for oversight of the Library Volunteer Program and is the final authority on volunteer assignments and performance issues.
- Volunteers must be at least 15 years of age, with a preference for older high school students and adults. Parental permission is required for those under 18.
- All applicants must complete a volunteer application, go through a screening process with the Library Volunteer Services Coordinator or his/her designee, and sign a release form prior to doing volunteer work.
- The Library Services Volunteer Coordinator or his/her designee schedules all work assignments on an "as needed/as available" basis, according to the needs of the Library.
- Volunteering takes place during regular Library operating hours or at special after-hours programs.
- Volunteers must comply with Library policies and established volunteer procedures and guidelines.
- Volunteers will receive appropriate orientation and training, including basic safety training, as well as a copy of the City of Irving Volunteer Handbook.