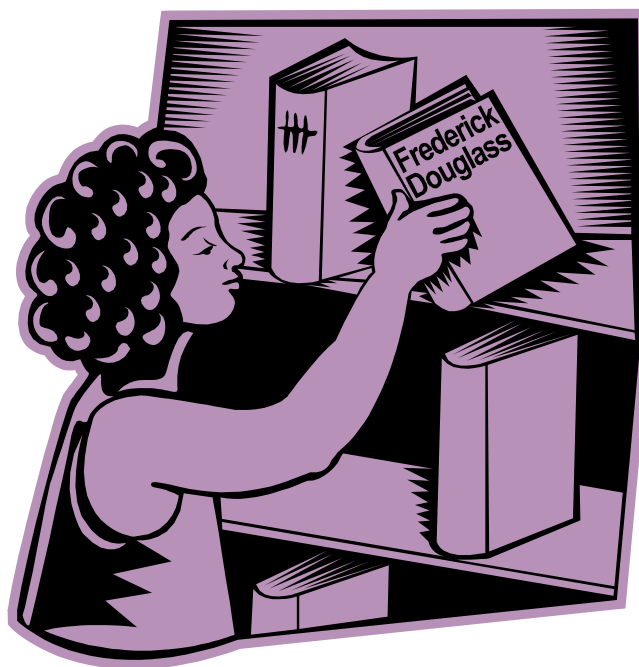


# Soldotna Public Library Volunteer Program



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## Soldotna Public Library Mission Statement

It is the mission of Soldotna Public Library to provide the opportunity of empowerment of information, imagination, and inspiration to the people of our community and to support a lifelong love of learning.

## Volunteer Mission Statement

Assist library staff in providing information resources and library services to the public.

## Jobs at a Glance

- ✓ Help prepare simple arts and crafts projects for pre-school story time
- ✓ Assist with summer reading program
- ✓ Organize periodicals when needed (both archived and current issues)
- ✓ Organize and recycle newspapers
- ✓ Shelve books
- ✓ Assist with used book sale
- ✓ Stamp bookmarks with library hours
- ✓ Shelve books
- ✓ Organize and maintain paperbacks

## Function of Volunteers

- ✓ Your role is to supplement and assist library staff.
- ✓ Make sure that you understand your assignment, and don't hesitate to ask for further instructions.
- ✓ Arrive on time and be regular in your attendance.
- ✓ Conduct yourself in an appropriate manner.
- ✓ Stay with your assigned task(s).
- ✓ Don't criticize staff or other volunteers or the task to which you are assigned. If you have justifiable comments, direct them to the appropriate library staff member.
- ✓ If you find that you cannot continue volunteering, let the library staff know as soon as possible. Do not be upset about having to resign; the library staff appreciates any and all effort.

# Ethics

Public librarians are bound by a professional code of ethics. The same rules of conduct apply to volunteers:

- ✓ Never repeat information regarding patrons.
- ✓ Never access patron information (addresses, phone numbers, books checked out by a patron, etc.). Librarians abide by a very powerful code of patron confidentiality that is never to be breached, even to the smallest degree.
- ✓ Never sign a legal document as a witness.
- ✓ Avoid conversations with patrons concerning the following topics: politics, religion, medical or legal advice.

## Library Hours

Monday – Thursday-----9:00 a.m. to 8:00 p.m.  
Friday-----12:00 p.m. to 6:00 p.m.  
Saturday -----9:00 a.m. to 6:00 p.m.  
Sunday-----Closed

## Phone

262-4227

## Orientation and Training

Prior to their first volunteer session, each volunteer is given training. This orientation session is designed to acquaint you with the library, its staff, and specific information regarding your responsibilities as a library volunteer.

## Evaluation

Each volunteer's performance is evaluated periodically. These dialogues between you and your supervisor provide opportunities for feedback, discussions of problems, and solutions to those problems.

## Emergencies at the Library

Problems with patrons will be addressed by library staff. Do not hesitate to refer a patron to one of the staff members on duty. If the patron wishes to speak with the library director, simply state that you will inform the library director of their concerns; the director will get back to the patron as soon as possible. Alternately, patrons may fill out a "Comments" slip.

# Job Descriptions

## **Newspaper weeding**

The library stores newspapers for one month. Volunteers may sort through newspaper stacks, reordering them with the oldest on the bottom. Please ask the librarian on duty where to store outdated papers.

## **Reading and Dusting Shelves**

Books are taken off the shelf; shelves are dusted and cleaned. After dusting shelves, please line up all books with the front edge of the shelf. This process is known as “edging.”

## **Library Card Application Kits**

Card application kits include a signature card slip and blank library card. These kits are made up and stored in a box for use when registering new patrons.

## **Book Sale**

The library’s annual book sale is held in July during Soldotna Days. There is also a monthly book sale, which takes place on the last Wednesday of every month. Depending on the week, volunteers may choose to open the book sale to the public on other days as well.

## **Miscellaneous Tasks**

- Cut up scratch paper
- Sit with librarians during evening hours
- Stamp due date cards

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961 and January 23, 1980, inclusion of "age"  
reaffirmed January 23, 1996  
by the ALA council.