

VOLUNTEER POLICY

The Pewaukee Public Library recognizes the great contributions that volunteers can make to the Library and its' community. Volunteers enhance the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. For citizens, volunteer opportunities offer a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. At the Pewaukee Public Library, volunteers are used to supplement, not replace the work done by library staff.

DEFINITION OF A VOLUNTEER

A volunteer is an individual who contributes time, energy and talents directly or on behalf of the Pewaukee Public Library and is not compensated with an hourly wage or salary from library funds.

APPLICATION AND SUPERVISION

All volunteers are required to complete a Volunteer Release and Waiver of Liability Form. Volunteers will be selected based on their areas of interest and qualifications in relation to the needs of the library. Information on volunteer opportunities will be made available as they are identified and interested applicants will be accepted to fill those positions.

Each volunteer will have an on-site supervisor and is expected to follow the procedures as established by that staff member. This supervisor will be responsible for training, scheduling and day-to-day management of the volunteer's work. Volunteers should consult this supervisor for guidance or assistance.

GUIDELINES FOR VOLUNTEERS

- Volunteers are to act in accordance with library rules, regulations and policies and to reflect positive customer service attitudes to all library patrons.
- The Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library or make changes in the nature of their volunteer assignment.
- Volunteers will report any injuries incurred while volunteering to their designated supervisor or library management.
- Volunteers will not be able to complete court-ordered community service at the Pewaukee Public Library.
- Volunteers must be 14+ years of age.
- Volunteers are not employees of the library and are not covered under any Worker's Compensation plan.
- Individuals who volunteer to assist the Friends of the Pewaukee Library or the Pewaukee Public Library Foundation are not considered volunteers of the Pewaukee Public Library under this policy.
- To end a volunteer commitment, the volunteer is asked to notify their designated supervisor or library management.

Adopted by the Pewaukee Public Library Board of Trustees: August 21, 2019, Leslie Miller, Library Board President

Volunteer Release and Waiver of Liability Form

This Release and Waiver of Liability (the "release") executed on _____ (date) by _____ ("Volunteer") releases The Pewaukee Public Library, ("Nonprofit"), a nonprofit corporation organized and existing under the Laws of the State of Wisconsin and each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services for Nonprofit and engage in activities related to serving as a volunteer.

Volunteer understands that the scope of Volunteer's relationship with Nonprofit is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Nonprofit will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to Nonprofit.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Nonprofit and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Nonprofit. I understand and acknowledge that this Release discharges Nonprofit from any liability or claim that I may have against Nonprofit with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Nonprofit or occurring while I am providing volunteer services.
2. Insurance: Further I understand that Nonprofit does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Nonprofit beyond what may be offered freely by Nonprofit in the event of injury or medical expenses incurred by me.
3. Medical Treatment: I hereby release and forever discharge Nonprofit from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a Volunteer with Nonprofit.
4. Assumption of Risk: I understand that the services I provide to Nonprofit may include activities that may be hazardous to me including, but not limited to involving inherently dangerous activities. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Nonprofit from all liability.
5. Photographic Release: I grant and convey to Nonprofit all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Nonprofit in connection with my providing volunteer services to Nonprofit.
6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature (Or parent/guardian if under 18)

Date

VOLUNTEER APPLICATION

FOR LIBRARY USE ONLY

LAST NAME

DATE SUBMITTED

GENERAL INFORMATION

Today's date:

Position of Interest:

Name:

Address:

Phone:

Email Address:

Preferred Contact Method: Call Email

Age: 14 – 17 18+ (MUST BE 14 years of age to volunteer)

Parent Name if under 18 years old:

VOLUNTEER EXPERIENCE & INFORMATION

Have you volunteered before? Yes No

If Yes, please describe your previous volunteer experience?

Are you volunteering for class/school? Yes No

If Yes, notify your on-site supervisor if you need a written statement of completed work or if you have your own volunteer paperwork that needs completion.

Why would you like to volunteer at the Pewaukee Public Library?

EMERGENCY CONTACT INFORMATION

Name:

Phone:

Relationship:

Please return completed application and Volunteer Release and Waiver of Liability Form to:

In Person or by Mail: Pewaukee Public Library, Attn: Administration, 210 Main Street, Pewaukee, WI 53072

By Fax: 262-691-5673

By Email: pkadmin@pewaukee.lib.wi.us (signed applications should be in PDF format)