

Big Rapids Community Library
426 South Michigan Avenue
Big Rapids, MI 49307

Big Rapids Community Library Policy Regarding the Use of Volunteers

The Big Rapids Community Library may use volunteers for a variety of tasks or projects. Volunteers do not displace established staff positions and do not have unsupervised access to staff computers. Care is taken that assignments do not infringe upon the responsibilities of regular paid staff.

Volunteers must be age 14 or older. Volunteers younger than 18 years of age must complete an application and have it signed by a parent or guardian. Adult volunteers must complete an application including a criminal background check.

All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, dress, and behavior code as employees. All volunteers must wear volunteer ID.

Community Service

Community Service is another form of volunteerism. We are willing to take community service workers who are age 14 and older on an individual basis at the discretion of the Library Director. Younger children can do community service as a group project or as part of a program. We take community service for the following reasons:

- Housing
- School
- Organizational (churches, social groups, etc.)
- Court-mandated

Community service time spent at the library for schooling, housing, and organizing are usually routine things that range from program setup, cleaning, cutting out materials, yardwork, and helping organize and staff events like book sales.

By our policy we do not take court-ordered community service workers with the following offense(s):

- Sexual predators
- Violent crimes
- Grand theft

The Library Director reserves the right to turn anyone away for court-ordered community service.

All volunteers are required to sign in and out for their shift. Since many volunteers turn in hours to another organization, a member of the Library staff must initial the time sheets, or the time does not count.

The library has a volunteer sign-in sheet that we keep track of all volunteer hours. Volunteers can request a copy of the sign-in sheet from Library staff.

To set up community service hours, please come in or call and speak to the Library Director at 231-796-5234.