Lawton Public Library
ADULT VOLUNTEER POLICY

The Lawton Public Library Adult Volunteer Program is designed to expand and enhance
public service to the community. Volunteers generally provide support services to paid staff and
work on special projects. Individuals are also encouraged to participate in the Friends of the Lawton
Public Library and Southwest Oklahoma Genealogy Society (SWOGS). Both organizations provide
significant volunteer and financial support to the Lawton Public Library.

Volunteer Rights
- Volunteers should be given clear and specific instructions
- Volunteers should be given training and a chance to learn and grow
- Volunteers should know why their efforts are important to the library
- Volunteers should feel that they, along with the paid staff, are part of a team
- Volunteers and library staff should agree upon the period of time for which a
  commitment is made

Volunteer Responsibilities
- Act in accordance with library policies and to reflect positive customer service attitudes to all
  library customers
- Maintain confidentiality of all information pertaining to library customers
- Consider volunteering a serious commitment
- Be on time for work and follow through on any commitments made
- Follow work expectations and accept supervision
- Give adequate notice before terminating and the reason, if possible
- Represent the library in a positive manner
- Appropriate dress attire is required

Selection of Volunteers
Volunteers are selected based on their qualifications in relation to the needs of the library
at any given time, and based on their ability to commit to a consistent schedule of volunteer
hours. Volunteers must be at least 18 years old.

Prospective volunteers are requested to fill out an application form and may be interviewed.
If there are no suitable volunteer opportunities, application forms will be kept on file for
a period of one year. Applicants will be called if a project is identified which matches their
interests or qualifications.

Volunteers may be required to pass background checks.

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