

Welcome Dear Volunteer,

Thank you for volunteering with the Davis County Library System!

As a Library volunteer, you will provide valuable support for professionally trained librarians and staff throughout the system. Working under the supervision of library staff, volunteers provide assistance with a wide range of library functions, ranging from clerical support in branches and departments to skilled assistance with projects and programs. Your time is important to us and a vital asset to the Library System.

We hope that volunteering with the Library is a positive and meaningful experience for you. Volunteering offers a wide range of benefits, from skill development to the satisfaction of contributing to your community.

Again, thank you for the generous gift of your time and talents.

We appreciate all that you do!

Sincerely,

Josh Johnson
Davis County Library Director

Davis County Library Mission

In fulfillment of its responsibility as a vibrant public agency vital to the quality of life of the citizens of Davis County, the Davis County Library commits itself:

- To provide the diverse community it serves with cost-effective access to information in formats that most clearly meet the needs of the citizens it serves;
- To develop programs, collections and policies based on a broad vision of what constitutes “library services” and do so in a manner which invites patrons to explore the ways in which the library can be of value in their lives;
- To add value to library services through quality person-to-person assistance; and,
- To manage library resources efficiently, effectively and with full accountability for the stewardship of a valued public service.

Davis County Library Values

We value...

- Customer service excellence.
- Freedom of expression and free flow of ideas.

- The diversity of people we serve, their opinions, capabilities, needs and interests.
- The power and worth of words and images.
- Equitable access to all library resources and services.
- Responsible stewardship of public funds.
- Creative solutions by solving problems in innovative ways.
- Diverse, skilled, and knowledgeable employees working in a safe and stimulating environment.

Library Policies

Our policies reflect the operating philosophy of the Davis County Library System. Policies are decided upon in open sessions of the Library Board and are part of public record.

What is a Davis County Library Volunteer?

A volunteer is anyone who performs a task at the direction of a Library supervisor or on behalf of the Library without compensation or expectation of compensation.

What You Can Expect as a Volunteer :

- You are important to the library.
- We welcome individuals willing and able to contribute to library services.
- The Davis County Library recognizes that volunteers are essential to the productivity and efficiency of the library system.

When you volunteer at the library, both the library and you assume certain responsibilities. The library expects that as a volunteer you will:

- Respect the principle of confidentiality.
- Adhere to volunteer guidelines.
- Honor the time commitment that you make to the library.
- Attend all orientation and training sessions which are a part of your volunteer position.
- Ask for any information you need to do your job effectively and feel free to bring any concerns to your supervisor.

The library's responsibilities to you are:

- To provide you with a description of your job which will enable you to use your existing skills or develop new ones.
- To provide you with the training, supervision, and evaluation you need to work effectively.
- To recognize your contributions to the library.

As a result of your volunteer work, we hope you will achieve the goals you set for yourself, while helping to assure that the Davis County Library meets its goals as well.

Volunteer Guidelines

Volunteers for the Davis County Library agree to comply with the following guidelines for conduct:

- Volunteers follow the direction of the staff member(s) assigned to supervise their work; they ask for clarification when they have uncertainty about their assignments; they restrict their work to those tasks assigned to them; they interact with patrons of the Library only as authorized to do so by Library staff members;
- Volunteers arrive punctually to perform their work as scheduled and remain throughout their scheduled volunteer shift; if they are unable to report as scheduled, or they need to request to leave earlier than scheduled, they notify the staff member(s) assigned to supervise their work before their scheduled work time begins.
- Volunteers wear badges provided by the Library to indicate that they are volunteers; badges are worn during and only during hours of scheduled service and are returned at the end of each shift.
- Volunteers apply themselves fully to the tasks assigned to them; they limit social conversation except during scheduled breaks or as authorized by Library staff members; they recognize that it is not appropriate to have friends or family members, including minor children, accompany them to the Library or to socialize with them during their scheduled volunteer work schedule;
- Volunteers perform the tasks assigned to them safely and in an appropriate manner as prescribed by Library staff members; as equipment, materials and supplies provided to them are handled with care and used only in the manner intended; personal protective equipment is used in an appropriate manner and as prescribed by Library staff members.

Safety and Security

- Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor immediately.
- Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury.
- All injuries, whether minor or serious, must be reported directly to your supervisor.

Responsibilities of Volunteers

- Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library.
- All volunteers should keep their supervisor informed of their projects and work status and of their comings and goings in the library.
- Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library or to make changes in the nature of their volunteer assignment.
- Volunteers who fail to complete assigned tasks to a minimum standard, violate library policies, or violate local, state or federal law while working at the library are subject to dismissal and/or prosecution.
- Volunteers should not use library owned equipment and supplies for personal use.

Dress

The public image of the library is at least partially projected by the appearance of the staff members/volunteers. It is, therefore, very important that all employees/volunteers be well groomed and properly dressed.

Employees/Volunteers must show good common sense and a maturity of self-expression.

All employees/volunteers are expected to dress at all times in an acceptable and professional manner which is consistent with good business practice, nature of work, and weather. Clothing should be fresh and neat. Careful personal hygiene is essential. Within these constraints, there is room for individual expression of taste and exercise in choice of apparel.

Volunteers will need to comply with the following dress standards, which are drafted in accordance with Davis County policies and the dress guidelines established for staff of the Davis County Library:

- Your overall appearance is more important than any individual accessory or article of clothing. Please make sure you come to your shift dressed to represent the Library and do the work you have been assigned.
- Clothing that has large holes or gaps, is too tight, too low, cut too short or otherwise requires constant adjustment is not permitted.
- Any graphics on clothing needs to be appropriate for a public service environment in terms of both printed language and visual images;
- No shorts or capris.
- Volunteers must wear shoes or sandals during their scheduled work hours.

- Variations in these guidelines may be made for volunteers assigned to work outside or when particular forms of dress are required to perform job functions.
- These guidelines apply to all employees/volunteers in all branches.
- Managers and supervisors are responsible for ensuring that appropriate standards are maintained within their branch or department.

Job Descriptions/Essential Functions

General Volunteers

General volunteers perform tasks requiring minimal training that assist the staff of the Library in completing their work and improving the quality of service they provide the public. Volunteers are supervised by the Branch manager but their work may be overseen by staff members of differing ranks depending on the duties assigned to the volunteer.

Example of Duties (Any volunteer may perform one or several of the duties listed; other duties than those listed may also be assigned.)

- **Cleaning:** Pick up and clean debris from parking lot and around perimeter of library; sweep entranceways; clean chairs in the auditorium; clean table tops; dust and straighten library shelves and display units; clean and tape materials; clean picture books.
- **Shelving:** Shelf materials as instructed; straighten the shelves; shift materials to make additional room; shelf read picture books or paperbacks.
- **Other Library Tasks:** Make copies of book lists and forms; do computer searches for librarians; prepare materials for storytimes; check shelves for trace and transit lists; weed ragged paperbacks; pull books on recall lists; bundle and tie newspapers; sort and cut discarded copy paper for scratch pads.

Special Projects Volunteer

Special projects volunteers perform specific tasks requiring some additional training and often work directly with the public. Due to the nature of their volunteer assignment these volunteers will be screened more rigorously and will be interviewed by the Branch Manager or Library Director before their volunteer application is approved. A drug screen and background check may be required if volunteering with children directly.

Example of Duties (Any volunteer may perform one or several of the duties listed; other duties than those listed may also be assigned.)

- Perform a weekly storytime for children - read stories, perform activities including songs and oversee a craft.
- Assist at a library program - counting participants, greeting attendees, managing crowds, helping with activities and refreshments.
- Assist at a summer reading program - counting participants, managing crowds, helping with activities and overseeing crafts.
- Lead a discussion group or book club - selecting titles, managing participants, counting participants and leading the discussion of chosen titles.

Volunteer Qualifications

Must be able to perform assigned duties accurately with minimal supervision and training from the staff; those unable to meet this requirement may be accepted as a volunteer if he or she is accompanied, while volunteering, by a parent or job coach. Abilities, knowledge and skills must be consistent with tasks available to be performed. Staff may require an individual to demonstrate abilities, knowledge or skill before assigning to him or her a specific available task.

- Volunteers must be at least 14 years old.
- Those volunteering as part of a group project must be supervised by a qualified and responsible non-staff adult.
- Volunteers under the age of 16 are limited in the number of hours they may volunteer as per these guidelines:
 - Up to 3 hours per day on school days for a maximum of 18 hours per school week.
 - No more than 8 hours a day on non-school days; and, no more than 40 hours a week in non-school weeks.
 - Volunteers under the age of 16 volunteering as part of a group project must be supervised by a qualified and responsible non-staff adult.

Volunteer Rules and Regulations

Equipment

- Do not operate a piece of equipment unless you have been instructed in its use.
- Report all damaged or faulty equipment to a supervisor.
- Only authorized persons may make electrical or mechanical repairs or adjustments on equipment.
- Never leave dangerous objects and equipment unattended in public areas.
- Be aware of all sharp equipment and supplies. Use with caution.

- Except for UL approved surge protectors, do not use extension cords as a substitute for permanent electrical wiring.
- Use appropriate housing when running cords, cables, or wires across walkways.
- Follow container directions when using flammable solvents; unmarked containers should be labeled with contents.
- Use only approved step-stools or ladders.
- Do not open more than one file cabinet drawer at a time or leave any drawers or cabinet doors open.
- Clean up all staff and public work areas after a job is completed.

Work Schedules & Performance

- Volunteers will work during the hours when adequate supervision is available.
- Work schedules and specific time commitments will be arranged by each volunteer and the staff person who is responsible for their work.
- Volunteers who cannot meet a scheduled work time will inform library staff as soon as possible.
- Problems with a volunteer's performance or noncompliance with policies, procedures, or inability to report for scheduled shifts will be brought to the volunteer's attention and noted.
- Continued problems with a volunteer's work performance, policy noncompliance, or failure to meet an established schedule will be brought to the attention of a Branch Manager, a Deputy Director, or the Library Director, and may result in termination of the volunteer's service.

Cell Phones

- When you enter the library, we ask that you turn the ringer on your cell phone to vibrate or off.
- Be considerate of those around you, and keep your conversations short and your voice lowered when using your cell phone.
- If you need to have an extended conversation, please exit the building to do so.
- Please refrain from using your cell phone at the service desks.
- If you wish to report inappropriate cell phone use, contact a library staff member at the nearest service desk.

Injuries and Emergencies

- Contact supervisor or available staff member .
- If immediate assistance is needed, call 911.
- Never offer to drive the patron anywhere for medical assistance.
- Stay with the person and tell him that assistance is on the way.
- Do not provide medical aid (CPR, etc.) unless properly trained in appropriate techniques.

- Do not move the person but try to make him as comfortable as possible.
- Clear the area of bystanders.
- Recruit staff members to help if needed.
- Remove any obstacles in the path of the Emergency Response Service.
- Get the details of the accident, injury, or illness (person's name and address but do not search his/her pockets, purse, etc.). Also get names and addresses of any witnesses and give all information to supervisor or available library staff.

Information About the Davis County Library

Library Fun Facts

- The Davis County Library was incorporated in 1946 and started in Davis High School. The first County Librarian (Director) was Mrs Helen Gibson. Students at Davis High were some of the first library workers.
- The first free standing library building that was built in Davis County was the Headquarters location in Farmington which was opened in 1964.
- All seven library locations in Davis County share one computer system and library catalog.
- Materials are moved from branch to branch via a delivery van and four, very capable drivers. Most materials are able to be delivered from one location to another within 2 days.
- All ordering, receiving, cataloging, processing and mending of materials is done at the Headquarters location in Technical Services, which can be considered as an eighth library Branch.
- With the remodel of the Syracuse Branch in 2019, all library locations now have multipurpose or large meeting rooms (with a piano in each one).
- The Library circulates more than a million library materials in a year.
- The largest library collection in the system is at the Bountiful Library which has over 100,000 items.
- The Headquarters Library is attached to the County Administration building via a hallway that is called "The Chevron Gallery" where local artists and photographers have a chance to display their work throughout the year. Photography is displayed spring through fall. Paintings are displayed fall through winter.

Library Lingo.....

All professions have languages of their own, and Libraries are no exception. These are a few of the terms you will become familiar with during your service as one of our volunteers:

- Barcodes. Numbers on computer-readable strips which are placed in books and on audio visual materials to identify them and to allow us to maintain a record of items which are checked out. Individualized barcodes are also used on patron Library cards to tell us who has checked out material.
- Book Truck or book cart. Wheeled carts holding books to be shelved. Book trucks are loaded from the sorting shelves next to the Circulation desk.
- Call Number. Numbers, letters, and/or symbols assigned to a book to indicate its location in the Library and its physical relationship to other Library materials. In non-fiction, the call number is a Dewey Decimal Classification:
 - 000: generalities: bibliographies, encyclopedias, rare books, etc.
 - 100: philosophy and psychology
 - 200: religion
 - 300: social sciences
 - 400: language
 - 500: natural sciences and mathematics
 - 600: technology (applied sciences)
 - 700: the arts
 - 900: geography and history
 - Fiction books are identified by the first three letters of the author's last name plus an additional sticker identifying it by category; (YA for young adult, AV for audio visual, and so forth).
- Circulation Desk. The counter near the front door where patrons check out and return Library materials, apply for Library cards, and pay fines for overdue materials.
- Multi-Purpose Room (auditorium). The large room which is available for library and community use. The room may contain tables, chairs, audio visual equipment and a piano.
- Conference Room. A room in which a conference or small meeting can be held. These rooms usually seat 6-12 people.
- Quiet Study Room or Area. a room or area in the library where people can study in relative quiet. Meant as a place for personal study.
- Dewey Decimal Classification. A numerical system for classifying non-fiction books according to subject matter. Non-fiction books have a three digit number and, usually, a decimal point and additional numbers to identify specific subclasses within the general subject category. (See also: Call Number.)
- Internet. An electronic communications network that connects computer networks and organizational computer facilities around the world. Computer work stations are located in all library locations as well as Wi-Fi throughout each building.

- Library Board of Trustees. The board consists of six directors each appointed by the Davis County Commission for a four year term. Board members may be reappointed to a second four year term. One Davis County Commissioner serves as a seventh member of the Library Board of Directors.
- Microfiche. A sheet of microfilm can hold a number of pages of information in a reduced form and which can be filed like an index card. The material can be viewed on a microfiche reader located at the Headquarters Library.
- Microfilm. A reel of film on which magazines and newspapers are photographed in greatly reduced size. The material can be viewed on a microfilm reader located at the Headquarters Library.
- Non-fiction. Instructional, informational or factual materials.
- On-line Public Access Catalog (OPAC). (See also Card Catalog.) The Davis County Library's computerized database for access to cataloged materials in the collection.
- Patron. Any person who uses the Library.
- Periodical. A magazine, newspaper, or journal.
- Reference Collection. To assure availability, all of the materials in the reference sections may be used only in the Library. Usually scholarly materials or encyclopedias.
- Reference Desk. The desk in the Adult Services area where patrons may ask for assistance, information, and materials.
- Shelf Reading. Examination of books on the Library shelves by volunteers and staff to be certain they are in the proper call number or alphabetical order.
- Staff Member. A full-time or part-time employee of the library.
- Staff Break Room. A private room with tables, chairs, and kitchen facilities where staff and volunteers may eat or take breaks.
- Volunteer. A person who performs a service without pay. Davis County Library volunteers perform a variety of tasks and are expected to work generally on a regular schedule.

Library Locations

Headquarters Library - 133 S Main St Farmington, UT 84025 [801-451-3030](tel:8014513030)

Bountiful Library - 725 S Main St Bountiful, UT 84010 [801-451-1760](tel:8014511760)

Centerville Library - 45 S 400 W Centerville, UT 84014 [801-451-1775](tel:8014511775)

Kaysville Library - 215 N Fairfield Rd Kaysville, UT 84037 [801-451-1800](tel:8014511800)

Layton Library - 155 N Wasatch Dr Layton, UT 84041 [801-451-1820](tel:8014511820)

Syracuse Library - 1875 S 2000 W Syracuse, UT 84075 [801-451-1850](tel:8014511850)

Clearfield Library - 1 N Main Clearfield, UT 84015 [801-451-1840](tel:8014511840)