



VOLUNTEER HANDBOOK

San Juan Island Library
1010 Guard St.
Friday Harbor, WA 98250
360-378-2798
www.sjlib.org

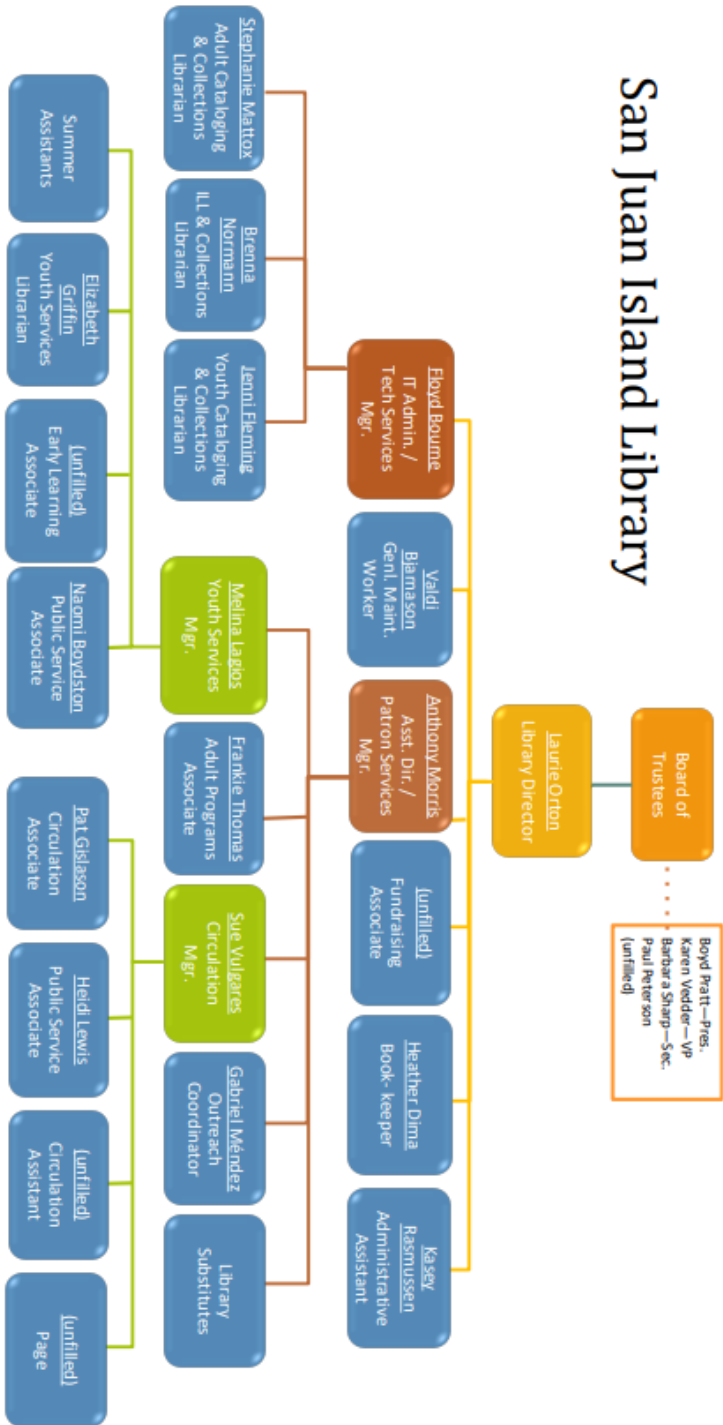
TABLE OF CONTENTS

Mission Statement	3
Personnel and Organizational Chart	4
Orientation – Welcome to Our Library	5
About Our Public Library	6
Youth Services	8
Adult Programs	9
Friends of the Library	10
San Juan Island Library Policies	
Privacy of Borrower Registration and Circulation Records Policy	11
Personnel Policy Manual.....	11
Children/Grandchildren of Volunteers Policy	11
Other Important Guidelines	
Library Bill of Rights	12
Freedom to Read	13
Free Access to Libraries for Minors	16
Code of Ethics of the American Library Association	17
Safety	
Library Emergency Exits and Equipment Map	18
History of Our Library.....	19
Parts of a Book	20
Volunteer Liaison Contact Information	21
Volunteer and Library Rights and Responsibilities	22

MISSION STATEMENT

The San Juan Island Library provides community access to diverse and relevant collections, information resources, and services in support of individual educational, occupational, and recreational interests. The Library offers a safe, welcoming place for community connection and promotes exploration of the joys of reading and of learning, while encouraging everyone to *discover life's possibilities!*

PERSONNEL AND ORGANIZATIONAL CHART



Revised: 2024 Feb 22 by L. Orton
 File location: I:\Data\Staff\Information\Index\Files & Responsibilities\AND\SJIL Information
 Binder at Front Desk

ORIENTATION - WELCOME TO OUR LIBRARY

To volunteer your time with the San Juan Island Library is to perform a worthwhile and meaningful service for our community. Over 350 community members have volunteered at our Library in various capacities since 1977. New interest in volunteering helps to maintain this working pool of volunteers. We appreciate your interest and recognize you have many ways to use your valuable time. We hope all San Juan Island Library volunteers have a positive experience, and will work to make your time with us rewarding.

Most Library volunteers work a two-hour shift on a regular weekly schedule or on an on-call basis. Work schedules can be negotiated around your availability. Volunteers help us with many important tasks, including: checking materials in, shelving and shelf-reading; processing new and no longer used materials; mending books; assisting with programs for children and adults, including English Language Learning; assisting Library users with technology questions, and helping with special projects. Following screening and placement by staff, each volunteer receives an orientation and job-specific training from one of our staff.

ABOUT OUR PUBLIC LIBRARY

The San Juan Island Public Library circulates approximately 156,000 items each year. We regularly rank among the top 10 libraries in the state for per capita circulation. It's a very busy place receiving approximately 67,000 visits each year, with more than 400 public programs attended by close to 9,000 people each year.* We are proud to serve many different functions for many different people.

Our Collection

The San Juan Island Library provides community access to diverse and relevant collections, information resources, and services in support of individual educational, occupational, and recreational interests. Areas receiving particular focus include instruction/how-to publications on building, gardening, small business, travel and handicrafts; cultural/educational publications on history, art, health and science; and high demand/high interest new fiction and non-fiction titles. Formats in the Library collection include films on DVD, audiobooks on CD and on Playaway, and eBooks and eAudiobooks available for digital download. The Library periodical collection is unusually strong given the Library size, due in part to specific titles being 'sponsored' by local businesses or individuals who donate the annual subscription cost. Additionally, the Library attempts to receive, classify and make available documents published in, or relating to, San Juan County.

Books and Other Media

The most critical charter of the Library is to make available all types of information sources for lending and in-library use. The collection includes over 53,000 items.* Loan periods generally range from 1 to 3 weeks depending on the type of item.

Any San Juan Island resident may open a Library account free of charge. Guest cards are available, too, for a small fee.

Interlibrary Loans

The San Juan Island Library participates with other libraries in an interlibrary loan (ILL) program. By sharing resources, libraries can make most items available through the mail. We process about 1,500 requests per year from local patrons wishing to borrow materials not owned by the San Juan Island Library, and we lend materials about 300 times each year to other libraries.*

Computers and other Equipment

Library computers are available for access to an enormous world of information in digital or electronic formats. Usage is guided by the Library Access to Internet Resources policy and the need to share expensive tools such as desktop and laptop computers. Library visitors (including those without a library card) may use public computers free of charge on a first-come-first-served basis, or by advance (same-day) reservation.

Printing, photocopying, and digital scanning are available at the Library. There is a charge of 10 cents per copy for each printed page.

Technology, Event Equipment, and Assistive Devices are available for loan; please check with the front desk for the most collection information.

Community Meeting Room

In addition to Library-sponsored programs, the Library meeting room may be reserved for community meetings, workshops, seminars, demos, and group gatherings and activities open to the public.

Event and Program Calendar

The Library makes use of an interactive online events and programming calendar located at <https://live-sanjuan.pantheonsite.io/events/upcoming>. Patrons use this system to register for events and programs that require registration. Events can be sorted by date, audience, and subject matter.

*Statistics provided by the 2023 Washington Public Libraries Annual Survey

YOUTH SERVICES

The Library places great emphasis on developing literacy skills and supporting an early start to a lifelong love of reading. We offer a variety of educational and enriching activities for all ages.

Storytime

During Storytime, the Youth Services Library staff reads a series of short, themed, age-appropriate books to preschool children and their caregivers, while actively seeking participation from the audience to enhance the learning experience.

Baby Toddler Time

Baby Toddler Time is an audience-participation program for toddlers and their caregivers where a series of short, themed, age-appropriate books are read to toddlers and their caregivers. Families stay after the program to socialize with one another.

Book Clubs

Book groups for different age groups are held throughout the school year. Participating youth receive a free copy of the monthly book to keep. Depending on the age group, youth will watch a movie adaptation of the book or do crafts and activities during their monthly meeting.

Summer Reading Program

Summer Reading Program runs each year for preschool through adults, usually based on a statewide theme chosen by the Washington State Library.

The 6 to 8-week program for consists of weekly programs with educational performers in conjunction with a reading program designed to motivate young readers and foster a sense of accomplishment with prizes and free books for attaining particular reading plateaus.

The teen program awards free books and other prizes to teens who track their reading. Interactive programs are offered to encourage teens to interact with the Library over the summer.

For more information about the next Summer Reading Program, or if you would like to volunteer to help out, please contact the Youth Services Librarian.

ADULT PROGRAMS

The Library provides programs for adults throughout the year. Lectures, film nights, poetry readings, musical performances, arts and craft workshops, author talks, skill sharing and informational sessions about writing, gardening, cooking, health, and more are presented each month.

Technology Classes and Workshops

Regularly scheduled workshops called "Tech Café" are designed to help patrons utilize technology such as smart phones, tablets, applications, and computer software, during which patrons are also able to seek assistance using digital information sources, such as downloadable eBooks and eAudiobooks, and the online databases to which the Library subscribes.

Library technology assistance is designed to empower the patron to use their technology and troubleshoot minor problems with one-on-one assistance from a volunteer or staff. No need to register, patrons can drop in on a first-come, first-serve basis.

Art Committee

The Art Committee determines the themes for non-juried art shows, advertises, and hangs a rotating display of art in the Library. The Art Committee also makes recommendations to the Board of Trustees about the Library art collection, advising on accessioning and de-accessioning donated items.

Outreach Programs

The Library sponsors several outreach programs in the community based on current needs. These include:

- Classes for English Language Learners
- Library services at the Village at the Harbor
- Facilitation of the Mullis Center Book Club
- Ad hoc outreach events at the Fair, Fourth of July, Marketplace, schools, and CBOs
- Substance abuse recovery outreach at the New Day Recovery Café
- Technological assistance at Tech Café

FRIENDS OF THE SAN JUAN ISLAND LIBRARY

The Friends of the San Juan Island Library is a separate, private, non-profit organization that exists to raise funds to support the Library. The Library contracts with the Friends to host their Treasure Cove store and occasional book sales in the Library. The Friends raise money in the community and donate to the Library to support children's programs, special acquisitions, and capital expenditures.

Because Friends is a separate organization, Library staff and volunteers do not do Friends' business on Library time, but may volunteer in addition for Friends.

SAN JUAN ISLAND LIBRARY POLICIES

Privacy of Borrower Registration and Circulation Records Policy:

4.2.1.

A. Borrower registration and circulation records of the San Juan Island Library District are to be considered confidential, regardless of the source of inquiry (exceptions outlined in B through E, below), and exempt from public inspection and copying, as set forth in RCW 42.56.310: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.

Borrower registration and circulation records shall not be made available to anyone except through such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, the District's lawyer shall be consulted to determine if such process, order or subpoena is in proper form. Any notable defects must be cured before records are released. The Director may release borrower registration and circulation records without process, order or subpoena if, in their judgment, a condition of grave emergency exists which can be remedied by the release of such circulation records.

Any problems or conditions relating to the privacy of borrower registration and circulation records which are not provided for in the policy statement shall be referred to the Director for resolution. If these problems or conditions cannot be resolved, an appeal may be made to the Library Board.

Personnel Policy Manual

The Library has devoted much thoughtful time to developing a Personnel Policy Manual. Many of the policies contained therein govern behavior of volunteers, Trustees, as well as paid regular and substitute staff. You should know that the Library has policies that address Equal Employment Opportunity, Disability Discrimination, Sexual Harassment and Workplace Bullying, Reporting Improper Governmental Action (Whistleblower Protection), and Nepotism (Chapter 2) that apply to you.

In addition, there are policies in Chapter 9 that apply to your work here including General Code of Conduct, Outside Employment and Conflicts of Interest, Political Activities, Acceptance of Gifts by Employees, No Smoking Policy, Electronic Communication Technology, Records Retention, Legal Prescriptions and Over-the-Counter Medications, Alcohol and Drug-Free Workplace, and Safety/Security. We do not expect you to read the entire Personnel Policy Manual, but you are certainly free to do so.

Suffice it to say that we expect a friendly, professional demeanor, respectful of Library patrons. Know also that you have rights to certain treatment and that the Library respects your time and beliefs.

Children and/or Grandchildren Accompanying Volunteers Policy

Only Staff or trained adult volunteers are permitted to work on Library computers.

Children or grandchildren of volunteers are welcome, under the direct supervision of the volunteer, to assist the volunteer with any non-computer-related tasks, such as sorting the books on the carts, shelving materials, or tending the shelves.

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 abridgment 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 spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of 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.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law

into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free
Expression
The Association of American University Presses, Inc.
The Children's Book Council

Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of
Free Expression

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all Library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to Library services, materials, and facilities based on the age of Library users. Article V of the *Library Bill of Rights* states, “A person’s right to use a Library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the Library has to offer. Every restriction on access to, and use of, Library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of Library users at different stages in their personal development are a necessary part of Library resources. The needs and interests of each Library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of Library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the Library in the community, and restricts access for all Library users. Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the Library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them¹. Librarians and Library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or Library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the Library and its resources and services.” Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to Library resources. Parents who do not want their children to have access to certain Library services, materials, or facilities should so advise their children. Librarians and Library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and Library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of Library resources regardless of content, approach, format, or amount of detail. This principle of Library service applies equally to all users, minors as well as adults. Librarians and Library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)—“Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, *supra*. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943).”

Adopted June 30, 1972.

Amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs.

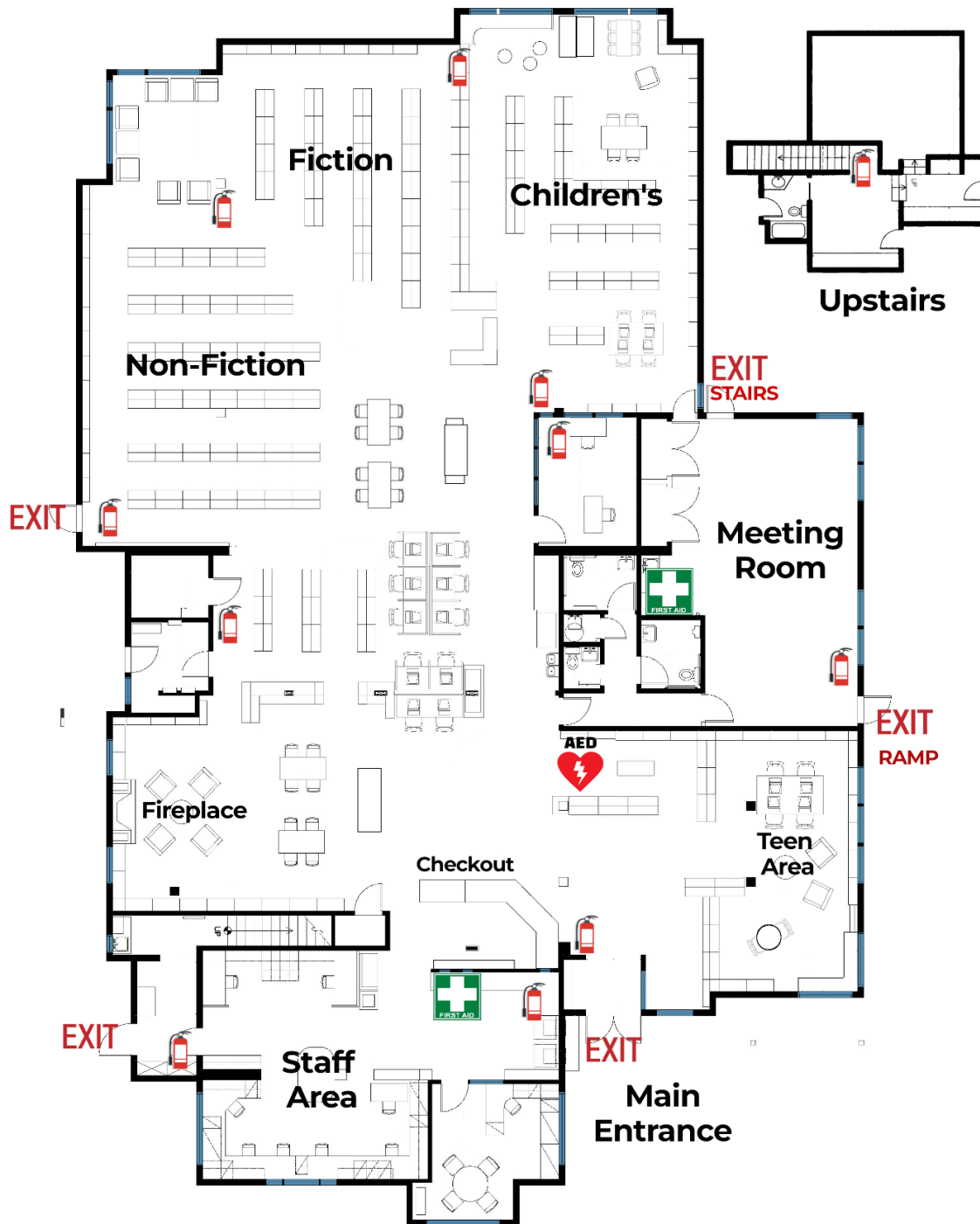
Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
- III. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.



HISTORY OF THE SAN JUAN ISLAND LIBRARY

The Friday Harbor Public Library, the predecessor to the San Juan Island Library District, was founded in 1922 in the American Legion building with books donated by the Bellingham American Legion and local citizens. In 1924 the American Legion Save-N-Auxiliary began donating \$100 per year to buy new books and continued this annual donation for fifty-nine years.

In 1935, concerns about the safety of the American Legion building prompted a search for new quarters. The community constructed a one-story, concrete-block building with funds from the Works Progress Administration (WPA). The 30' x 85' building, owned by the Town of Friday Harbor, cost less than \$7,000 to construct and was divided into two rooms. One room served as the Town Council meeting room and the other room served as the library, for which the town provided free rent and utilities.

By the late 1970's, the island's population had grown substantially while the Library's income failed to keep pace. A "Friends of the Library" group was formed in 1979 to help support the Library. Even with this support, continuing financial problems and insufficient space prompted the creation of an island-wide library district. Voters approved the district in 1982, with an annual taxation rate of \$0.50 per thousand dollars of assessed property value. The newly created Board of Trustees immediately began looking for larger quarters to house the Library.

In 1983, the Library purchased the present site, a 4,500 square foot former restaurant and began operations with minimal remodeling of the site. The first substantial remodel of the building was undertaken in 1988, during which the Library occupied temporary quarters. Funds for the remodel came from Library savings and bank financing.

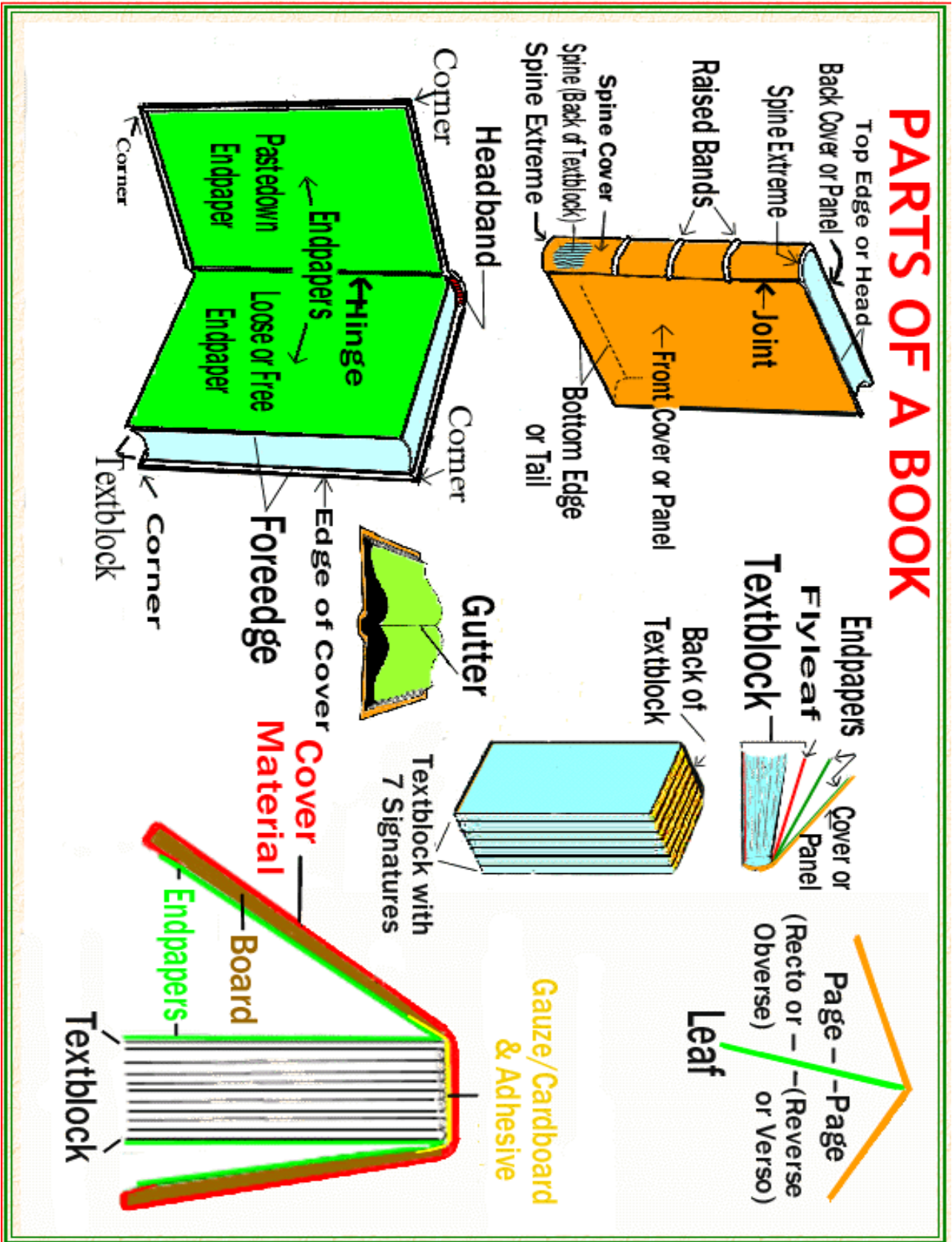
The Board of Trustees began a long-range planning process in 1992. One of the first Long Range Plan goals was to expand the existing facility. The Board of Trustees reviewed available funding options and then authorized a tax lid lift to be placed on the September, 1993 ballot. This lid lift (which passed with a 59% approval rating) provided revenue for the Library expansion. In 1994 construction doubled the size of the Library, from 4,500 sq. ft. to approximately 9,600 square feet. The expanded Library reopened in February 1995.

Ten years later, in 2005, the interior of the building was refurbished to create sufficient shelf space for expanded collections, using reserve funds saved from annual taxes to provide a quiet area for study, to enlarge the community meeting room, and to improve the space for the children's and teen's collections.

In August, 2011, 56.4% of voters approved another levy lid lift, increasing the levy rate from \$0.26 per thousand of assessed valuation to \$0.39 per thousand of assessed valuation.

The Library won recognition for its outstanding work in March 2015 with the EBSCO Excellence in Small and/or Rural Public Library Service Award which honors a public library that demonstrates excellence in service to a community of 10,000 people or fewer.

PARTS OF A BOOK



VOLUNTEER LIAISON CONTACT INFORMATION

Welcome

Thank you for volunteering your time and energy to the San Juan Island Library. Because of caring people like you, the Library is able to provide outstanding programs and services to our community.

The purpose of this handbook is to give you an overview of the Library as well as our expectations for Library volunteers.

Your Volunteer Liaison will provide you with training regarding your duties. As you begin your volunteer service, we are certain you will have questions that will need more specific answers than may be covered in this handbook. Please consult your Volunteer Liaison.

We hope that you find volunteering for the San Juan Island Library is a positive and fulfilling experience and that you recommend our volunteer program to your friends.

Contact Information

When you begin your service as a volunteer you will report to your contact person who will provide your training and be your primary contact with your volunteer work. If for any reason you are unable to volunteer at your assigned time, please notify your contact person as soon as possible.

Staff contact

360-378-2798
Contact Phone Number

Staff contact email

RIGHTS AND RESPONSIBILITIES

Library Volunteers have the right to:

- Expect tasks that are meaningful to the Library.
- Be given appropriate assignments based on skills, interests, availability and training.
- Have a clearly defined position description for each assignment.
- Receive adequate orientation and training for any assignment accepted.
- Receive clear instruction and guidelines about assigned tasks.
- Be treated as a meaningful member of the Library team.
- Be informed of changes in policies or procedures that may affect volunteers.
- Say “no” when unable or unwilling to volunteer for a task.
- Expect a physically safe work environment free of harassment and hostility.
- Receive feedback and evaluation on performance.
- Be recognized for their donation of time and talent to the Library.

The San Juan Island Library has the right to:

- Decline acceptance of a prospective volunteer if the person seems unsuitable for the available position.
- Release a volunteer if their work is deemed unacceptable, or when their skills do not fill a need in the Library.
- Require a background check of volunteers working with vulnerable populations.

San Juan Island Library volunteers have the responsibility to:

- Report for duty promptly, check in with the appropriate staff upon arrival
- Record their time on the log if asked to
- Inform their Volunteer Liaison as soon as possible if unable to work as scheduled.
- Perform duties to the best of their ability
- Use time wisely and not interfere with the performance of others.
- Wear a Library volunteer nametag.
- Dress appropriately and be well-groomed.
- Adhere to Library rules, policies and procedures.
- Maintain confidentiality of patrons.
- Refrain from sharing religious, political, social or other personal views with the public.
- Seek guidance of staff if unsure of duties.
- Cooperate with staff and fellow volunteers and maintain a positive attitude.
- Work within the scope of the volunteer responsibilities.
- Give notice upon ending volunteer service.

I understand and agree to comply with all responsibilities listed above.

Volunteer’s Signature

Date

Guardian’s Signature (if under 18)

Date