

Policies on Volunteering at Soochow University Library

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Article 1

Purpose:

In order to fully utilize the human resources within the university and the greater community to assist in the promotion of Soochow University Library's services, The Library is committed to providing meaningful, enjoyable assignments for volunteers who wish to contribute to the promotion of personal growth.

Article 2

Service Programs

1.Reader services:

Assisting Reference & Information Services, reshelving books and materials, library orientation, promotional activities, and reading room management.

2.Technical services:

Assisting in data checking and organizing.

3.Digital Services:

Assisting in the scanning and archiving of materials, digital video clips, etc.

Article 3

Service Hours:

Shifts are scheduled depending on the needs of the Library and the volunteers' willingness. In general, a semester is a term. After being selected by the Library, applicants are required to serve at least 2 hours (inclusive) for each session and a total of 16 hours of service.

Article 4

Place of service:

Volunteers will be arranged to serve in different sections of the library or branches in the downtown campus according to their wishes.

Article 5

Qualifications:

Students, alumni, retired faculty and staff of Soochow University, as well as members of the community, who are dedicated to service, physically and mentally healthy, and who agree with the mission of the Library.

Students under the legal age may volunteer and apply for short-term volunteers, and must submit the "Soochow University Library Volunteer Service Parent (Guardian) Consent Form".

Article 6

Recruitment procedures:

1. Application Period:

When the Library has opportunities for volunteers, the recruitment information will be publicly shown on the Library website. Please fill out the application form (download from the Internet) according to the recruitment information and send it by registered mail, surface mail, or e-mail.

2. Selection Procedure:

The Library may select individuals from applications for voluntary opportunities and invite them to a meeting to determine whether the individual would be suitable as a volunteer for the Library. The Library's decision on suitability of a prospective volunteer is absolute and final.

Article 7

Right to obligations

Volunteers are unpaid, and their obligations and rights are as follows:

1. Those who have been taking by the Library should participate in the training program before being volunteers of the Library. The Library will assign the volunteer to a service project according to his/her wish.
These training includes: history of the Library, introduction of the organization and environment, information skills, meaning and ethics of volunteer service, and so on.
2. Volunteers shall abide by the rules and regulations of the Library.
3. Volunteers may participate in various educational training and promotional activities of the Library.
4. Volunteers who have served for 2 hours (or more) at a time and have served for 16 hours during the service period, he/she may apply for a certificate of volunteer service from the Library.

Article 8

Appraisal and reward:

Regular evaluations will be conducted by the Library on a regular basis and will include attendance, work performance and service attitude.

1. For those who have completed 120 hours of service, the Library will issue a certificate of appreciation to the off-campus volunteers. He/she can check out up to 5 books at a time, and can keep books for four weeks. His/her library card is valid for one year from the date of issue.
2. The number of books available for loan will be increased by 10 for volunteers who have completed 120 hours of service, and the term of the loan shall be in accordance with the "The Loan Rules and Policies of Soochow University Library". Those students with outstanding performance may be rewarded by the Library in accordance with the "Students Reward and Punishment Rules of Soochow University".
3. Volunteers are required to sign in and out on time and fill out a worksheets. If a volunteer fails to show up for service by three times during the service period, he/she will be regarded as voluntarily giving up his/her service qualification.
If a volunteer is unable to serve in the library due to personal reasons, he/she may retain his/her volunteer status upon application and approval by the library.
4. The Library has right to terminate the employment of a volunteer at any time if the volunteer's service is unsatisfactory or unsuitable.

Article 9

Legal liability:

If the Library is liable for damages as a result of a volunteer's intentional or negligent violation of another person's rights and interests, the Library shall have the right to seek compensation for such violation.

Article 10

These guidelines have been approved by the Library Board meeting and have been issued for implementation after being endorsed by the university library director. The same process will be followed for any future revisions.