

# **Regulations for the Management of Library Volunteers by the Office of Library and Information Services at I-Shou University**

Adopted on December 3, 2008 by the Library Advisory Committee in the first semester of the academic year 2008

Amendments to Articles 1, 4, 6, and 9 promulgated with the consent from the President dated on March 21, 2013

Amendments to Articles 2, 3, 4, 6, 7, and 9 adopted by the Committee of Library and Information Services on December 28, 2020 and promulgated with the consent from the President dated on January 19, 2021

## **Article 1 Purposes:**

1. To make good use of the human resources of I-Shou University (hereinafter referred to as "the University") to promote the service quality of the Office of Library and Information Services (hereinafter referred to as "the Office"); and
2. To provide opportunities for students to broaden practical experience.

## **Article 2 Qualifications:**

1. Being a student of the University, having a passion for serving others, having interests in reading, and being able to be punctual; and
2. Being able to work for at least three hours per week.

## **Article 3 Volunteers who work for the Library (hereinafter referred to as "library volunteers") are responsible for the following:**

1. Assisting the Circulation Desk of the Library when patrons want to return or check out books; sorting or putting books back to shelves; and helping patrons to find books;
2. Putting reference works on shelves, and helping patrons find reference books;
3. Putting bound periodicals/journals in Chinese or western languages on shelves; sticking magnetic strips onto periodicals/journals in Chinese or western languages, affixing the Office's collection seal, and helping patrons find journals/periodicals;
4. Assisting patrons in returning or checking out audiovisual materials, and sorting and putting audiovisual materials on shelves;
5. Sticking labels, magnetic strips, and the like onto books;
6. Producing posters; and
7. Assisting with other library-related matters.

## **Article 4 Working time:**

1. The Office shall properly arrange library volunteers' work shifts based on their

willingness and the Library's practical needs. In principle, each library volunteer shall work for at least three hours per week, and they shall sign in and out and specify the working time every time when they go on and off shift. Library volunteers shall apply for leave of absence in advance if they cannot go on shift as scheduled for any reason.

**Article 5 Recruitment and Training:**

1. Recruitment: The Library will announce to recruit new volunteers, whether regularly or otherwise. Students who are interested in volunteering shall sign up by mail or in person.
2. Selection: The Library will interview candidates to understand what they are good at, what they are interested in, and when they can work at the Library.
3. Training: Candidates who have passed the interview will be assigned suitable jobs after being properly trained.

**Article 6 Rights and obligations:**

1. Library volunteers will not receive any pay.
2. Library volunteers shall obey all regulations and rules made by the Library.
3. Library volunteers shall wear their badges and be friendly when working at the Library.
4. Library volunteers shall sign in and out on time.
5. Library volunteers who have worked at the Library for 20 hours or more each semester are eligible to borrow five more books (valid for a period of one year).
6. Library volunteers may participate in the activities for friendship building or other programs for pursuing further knowledge held by the Office.
7. Library volunteers who apply for the position of work-study student will enjoy priority to be hired if he/she is qualified.

**Article 7 Evaluation:**

1. The Library shall be responsible for evaluating library volunteers' working performance, including their attendance, training, working attitudes, and relevant professional knowledge. A library volunteer will become disqualified for the position if he/she has done anything tarnishing the reputation of or infringing the rights of the Library.
2. A library volunteer will become disqualified for the position if he/she has not applied for leave of absence in advance for three times in a row.

**Article 8 Rewards:**

1. Services Award: Each volunteer will be awarded one certificate of appreciation at the end of each semester.
2. Library volunteers with great performance will be granted a commendation.
3. Enthusiasm Award: Library volunteers who have passionately worked at the Library

for more than 20 hours and complied with the regulations and rules of the Library will be granted one souvenir.

Article 9 The Regulations become effective on the third day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*