

IX.

VOLUNTEER POLICY

DATE APPROVED:

REVIEWED: 10/98, 12/09//02, 8/14/05

REVISED: 5/94, 6/14/99, 12/09/02, 07/09/2018

A. The volunteer is a valued asset to the functioning of the Library. A volunteer is a person who donates time, talent, or services to support the library and its activities without expectation of future employment, wages, benefits, or compensation of any kind.

1. Volunteers will be informed of and agree to abide by the library's policies and rules.
2. Each volunteer will be supervised and supported by a staff member who will provide the volunteer with a job description, appropriate training and supervision.
3. Records will be maintained of volunteer time, contact information and activities.
4. Volunteers may not be used to establish and maintain new library services or hours.
5. Volunteers will not be used to replace or reduce the number of paid staff.
6. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
7. Procedures and requirements for the volunteer may vary depending on the age of the volunteer and at the discretion of the Library Director.
8. We encourage High School students to complete some of their community service requirements for Silver Cord at the Library.
9. An applicant with a criminal history will only be accepted if the Library Director and Board of Trustees determines that the placement of that applicant will not jeopardize the safety of WSPL patrons and staff, or the integrity of the WSPL collections.
10. Any volunteer applicant with a criminal history involving sex or child abuse conviction or deferments, will automatically be denied volunteer placement.
11. A volunteer or applicant under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from volunteering until the issue is resolved.
12. Volunteer applicants 18 years and older may be subject to a background check. The National Sex Abuse Registry will be checked for applicants.

B. Tasks that **May** be Performed by a Volunteer:

1. Shelf reading
2. Shelving materials
3. Assisting a staff member with programs and projects
4. Light cleaning assignments
5. Processing and/or repair of materials
6. Special events

C. Volunteers **May NOT**:

1. Perform activities that could reveal confidential patron information
2. Be in the library without staff present
3. Use the Integrated Library System (ILS)

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- D. Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.
- E. Volunteers will not be expected to do anything the staff would not do.
- F. Discriminatory or racist incidents will not be tolerated.
- G. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.
- H. Nothing in this policy shall be deemed to create a contract between the volunteer and the Wellman-Scofield Public Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.