

## **Braswell Memorial Library Volunteer Policy** **Revised January 13, 2010**

Volunteers are defined as persons who perform duties or tasks for the Library without wages or benefits. The Library does not provide workman's compensation, medical coverage, or liability insurance for volunteers. Community service workers shall work under the same guidelines as other Library volunteers and in compliance with their organization.

The Library shall designate a Volunteer Coordinator to oversee the Volunteer Program. Each department that uses volunteers shall designate a Volunteer Supervisor to train, supervise, and evaluate volunteers.

To be accepted as a volunteer at the library, a volunteer application form must be completed, an interview conducted, and references must provide a positive recommendation for the person applying. In addition, a criminal background check will be conducted for all adult volunteers (eighteen years old and older), at the expense of the library.\* The library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason. Volunteers must be at least 13 years old; volunteers under 18 years of age must have written permission from a parent or guardian to work at the Library.

Volunteers must be able to follow verbal and written instructions; must have the skills commensurate with the assigned job duties; must be willing to abide by Library work rules; and must be willing to perform all work as assigned by Supervisor.

Volunteers will not be accepted if there is no suitable job match when skills, interests, and schedules are considered. In that case, the application will be kept on file for one year and the volunteer contacted if an appropriate job becomes available.

Volunteers will not replace paid staff and will provide special, unusual, or supplemental services, and will be recruited for a specific job rather than on a general basis.

Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.

The library will not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability.

\* Exceptions to this part of the policy are two-fold:

- Youth Services can accommodate students who have short-term (2 to 4 hour) volunteer requirements associated with a class. In such a case, an application form does *not* have to be filled out, but a parent *does* have to sign a permission slip before the child can perform any volunteer work.
- Adult volunteers (ages 18 and older) who wish to volunteer for a one-time event will be allowed to volunteer under these conditions:
  - The volunteer will provide his/her name, address, telephone number, and a copy of his/her driver's license, and will read and sign the Volunteer Agreement for One-Time Volunteers
  - The volunteer will be supervised at all times by library staff or by a volunteer who has completed the interview and screening process.