

## **HR 115 VOLUNTEER POLICY**

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### **Policy:**

The Library is committed to the utilization of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effective managed program, volunteers can perform tasks efficiently and responsibly.

Volunteers shall only be used by the Library to enrich or expand library services, or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.

### **Procedures:**

1. The CEO shall be responsible for selecting, interviewing, assigning and terminating volunteers.
2. All volunteer applicants shall be asked to complete an application form.

The application form will request the following personal information of the volunteer:

- Legal name
- Address
- Telephone number
- Emergency contact information
- Education or experience
- Interest and skills
- Start date
- Day and preferred times available
- Branch
- Health Concerns or Allergies

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3. Each volunteer selected to perform duties at the Library shall be required to sign a volunteer agreement and shall be provided with a volunteer package.
4. Each volunteer shall have a specific Library Staff person to whom he or she reports and receives direction from.
5. Volunteers shall be made aware of the Library's policies and procedures.
6. Volunteers who apply for employment opportunities at the Library shall be evaluated on the same basis as all other applicants.
7. The Library will ensure that the appropriate coverage is in place for liability.
8. Volunteers shall perform his or her duties in the Library in the presence of at least one (1) Library Employee.