

## **VOLUNTEER POLICY**

*Adopted September 11, 2019*



Approved volunteers are important to the North Douglas Library District. Volunteers enhance, rather than replace, library staffing. They are an integral part of a well-run, efficient, fiscally responsible library, whose unique talents add to a patron's positive library experience.

NDLD staff are expected to treat volunteers with respect and recognize their contributions to the library. Staff will make sure work is available for volunteers when they are scheduled to arrive or notify them ahead of time. Staff will try to match volunteers to work that is rewarding and interesting to them.

Volunteers are coordinated by the District Librarian and must be at least 16 years of age (volunteers under the age of 18 must have a signed parent consent form). They are required to fill out a volunteer application, which will be kept on file, and submit to a criminal background check. Volunteers will be interviewed by the District Librarian to determine their interests and experience, as well as current library need. Volunteers should be prepared to commit to a minimum of 2 hours per week for at least 3 months due to the library expense of a background check and staff time training the volunteer. If all volunteer positions are currently filled, applications will be kept on file for 6 months. Applicants will be contacted if a position opens up during this time.

District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the District and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

Volunteers work with the status of "at will" employees, and the District has the right to terminate the volunteer's working association at any time, for any reason. Volunteers are covered by the District's Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are expected to arrive at their scheduled day and time (or call the library to cancel) and to record their hours of service using a designated form.

## *North Douglas Library District*

The District accepts volunteers requiring court ordered community service at the discretion of the District Librarian. Court ordered community service volunteers are required to be interviewed by the District Librarian or designee prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Other junior volunteer opportunities may be available at the District Librarian's discretion. Parents/guardians of junior volunteers must sign a consent form for their children to volunteer for the District.

Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers. Level 3 volunteers may cover for staff when staff are unavailable or when the coverage needed is for 2 hours or less. A staff or board member needs to be present whenever the library is in use.