

## **Policy 208**

Volunteers

Reviewed: 6/25/2019

Revised: 8/8/2022

Approved: 9/12/2022

All volunteers must be accepted and enrolled prior to performance of assigned tasks. The volunteer program will serve the needs throughout all Library departments but will not be used to replace the work done by paid staff.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected class.

### **Requirements:**

- Individuals interested in volunteering at the Library must complete a volunteer form. The Library is not required to accept every volunteer form.
- Complete Application Form.
- Complete Emergency Release Form.
- Complete Criminal Background Screening Consent Form (16 years and older.)
- Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.
- Complete an orientation.  
Volunteers are not allowed to perform activities that could reveal confidential patron information or handle monetary donations, fines or fees.
- Youth volunteers may not work without direct supervision by a staff member.
- Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established by the Library.
- Each volunteer has a supervisor and is required to follow the work procedures established by that staff member.
- Volunteer duties often require standing, lifting, bending, reaching, etc.

### **Requirements for Minors:**

- Volunteers over age 16 must have written parental approval and cannot volunteer more than four (4) hours per day on a school day.
- Volunteers under age 16 must have written parental approval and cannot volunteer more than three (3) hours per day on a school day.

Library volunteers should notify their supervisor as soon as possible if they are planning to resign from their position.