

Volunteer Policy

Purpose

Volunteer opportunities are available to provide an opportunity for individual fulfillment and community engagement at the library, further library-community relationships, and to provide supplementary support to paid staff.

Role

Volunteers are not eligible for compensation of any type including wages or benefits available for paid staff. Both the library and the volunteer have the right to terminate the volunteer's service at any time. As volunteer opportunities are flexible and may vary based on library and project need, the library will not necessarily commit to fulfilling a certain requirement of hours by a specific deadline.

Volunteer Expectations

Potential volunteers must meet with the Director prior to beginning their service and will complete an orientation, as well as any training assigned by the Director.

Volunteers will provide accurate information including all legally used names on any volunteer application or other signed forms prior to beginning service and agree to disclose any legal ineligibility to work with children or other vulnerable populations.

Volunteer eligibility will be confirmed based on the information provided by the volunteer in publicly available databases.

Volunteers are held to all library policies, procedures, and conduct expectations.

Volunteers will arrive as scheduled and notify library staff of any schedule or availability changes as soon as possible.

Volunteers will bring grievances with library patrons, volunteers, or staff to the Director.

Adopted: March 6th, 2023