

Volunteers Policy

Purpose:

This policy is designed to ensure that volunteers participating in library projects are aware of their responsibilities to the library and its patrons, and that they have had the same screening which takes place for paid staff.

Application:

The policy applies to Board Members, Committee Members, Friends of the Library, volunteer program presenters, volunteer instructors, fund raising volunteers and any other person completing work on the library's behalf in a voluntary capacity.

Volunteer Application

All volunteers are required to fill out and sign a Volunteer Application form. Applicants will be approved to become volunteers at the discretion of the Library Director or his or her designee based on an applicant's qualifications in relation to the needs of the library at any given time.

- Volunteers will be subject to a background check.
- The library may deny an application for any reason.
- Volunteers aged 12 to 17 must have a parent or guardian sign their application.

Supervision:

- Library staff will provide supervision which is considered appropriate.
- Drug Free Workplace
- Use of alcohol, illegal drugs or tobacco in the library or on the library grounds is prohibited.

Confidentiality

Any personal information about library patrons, staff or other volunteers which is handled by volunteers must be kept confidential. Volunteers will have no access to employee or patron records.

History:

Reviewed, amended and approved by the board on May 17, 2021