

## La Porte County Public Library Volunteer Policy

### **Overview**

The La Porte County Public Library encourages the teamwork of staff and volunteers to offer customers the best service possible. The purpose of the La Porte County Public Library Volunteer Policy is to clearly communicate the role and expectations of library volunteers and the library procedure for accepting, selecting, training and supervising volunteers.

Library volunteers add to the work of La Porte County Public Library. Library Volunteers enrich the Library's programs and services. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. Volunteers help the Library make the best use of its fiscal resources and contribute to sound working relationships with other community groups and organizations.

### **Definition of Volunteer**

- For this policy, a library volunteer is defined as an individual who assists with regular work done at, or on behalf of, the La Porte County Public Library without promise, expectation or receipt of compensation for services rendered. They do not replace the work of staff.

### **Compensation and Benefits**

- The Library does not provide any medical, health or benefits for any volunteer.
- Nothing in this policy or in the volunteer's service to the Library shall create a contract or employment relationship between the volunteer and the Library.
- Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time.

### **Responsibilities**

- Upon the direction of the Volunteer Coordinator(s), volunteers have the opportunity to assist the staff with various tasks throughout the Library.
- All volunteers are considered to represent the Library while involved in Library activities, particularly when dealing with the general public.
- All volunteers will still be required to conform to all the rules and regulations of the Library paid staff.

### **Recruitment**

- Volunteers shall be recruited without regard to any individual's, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
- Volunteer screening and placement is the responsibility of the Volunteer Coordinator(s) and additional supervisory staff.
- The Library cannot guarantee the placement of any person seeking to volunteer with the Library.

- Volunteers are selected based on their qualifications in relation to the needs of the Library. Volunteers are placed in positions best suited to their skills, interests and availability.
- The Library is not able to guarantee a position for each prospective volunteer and has the right to decline any application without cause.

### **Youth Volunteers**

- The Library welcomes volunteer applicants at least 12 years of age or older.
- Volunteers age 17 and under must have written permission from a parent or guardian.
- Youth volunteers can earn Service Learning/Community Service hours per school district requirements

### **Application & Review Processes**

- All library volunteer applicants must complete a volunteer application form. Forms are available on the library's website.
- Applicants are interviewed for possible placement by the library's volunteer coordinator(s). When relevant, testing of applicants may be required to determine eligibility for assignment.
- Volunteer application forms will be kept on file for a period of three years.
- Volunteers 18 years or older must consent to a criminal background check as per the Library's Criminal Background Check Policy.
- Volunteer placement is contingent upon the outcome of this check.

### **Volunteer Work Assignments, Training, & Supervision**

- Volunteers will not be scheduled until they have completed a library orientation and training and have reviewed all relevant library policies and procedures.
- A Library volunteer will be scheduled for assignments by the volunteer coordinator or designated library staff member.
- Typically, volunteers will be scheduled to work on a consistent schedule, depending on the library's needs.
- Volunteers should contact the volunteer coordinator before their assigned shift if they will be absent or tardy.
- A pattern of absences or tardiness may be cause for a volunteer to be excused from assignment.
- Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
- Volunteers must sign in to begin their work day and must wear Library volunteer badge during their shift.
- Volunteers are not allowed access to non-public areas when not volunteering.