

UNION CARNEGIE PUBLIC LIBRARY

VOLUNTEER POLICY DRAFT

PURPOSE

The Union Carnegie Public Library recognizes that volunteers are a valuable resource to the City of Union. Volunteer opportunities offer citizens a way to contribute to the community. Volunteers enhance, rather than replace, adequate staffing. This policy provides guidelines for volunteer selection, training, and management. The library reserves the right to change any part of this policy. Issues not covered by this policy shall be resolved by the city librarian under the guidance of the library board.

DEFINITION

Volunteer positions are charitable contributions to the City of Union without any anticipation of compensation or benefit of any kind, or any consideration of future employment. Volunteer positions are “at will” and the Union Carnegie Public Library retains the right to terminate the volunteer’s working association with the library at any time, for any reason. Volunteer service is at the sole discretion of the library.

EXPECTATIONS & GUIDELINES

Each volunteer will complete a “Volunteer Application” form, available at the circulation desk and from the library website. The form will be kept on file for at least one year past application or volunteer term. Information on the application form will be kept confidential. Volunteers may be interviewed to determine their interests and experience. Volunteer talents, experience, availability, and interests will be considered in job assignments. Candidates will be accepted based on their qualification in relation to the needs of the library at any given time. Acceptance of an application is at the library’s discretion.

Volunteers will record their hours of services using a designated form. The library accepts volunteers fulfilling court ordered community service at the discretion of the lead librarian.

Due to the sensitive nature of some library volunteer positions adult volunteers may be required to undergo a background check, and drug testing at the city’s discretion. Any volunteer or volunteer applicant who is found to be a convicted sex offender or to have been convicted of a violent crime in the last five years will not be eligible to serve the library in any capacity. Volunteers are not allowed to perform activities that could reveal confidential patron information.

BEHAVIOR

Volunteers are bound by the rules contained in all policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as

representatives of the library and will be guided by the same work and behavior policies as employees. Volunteers will be informed of and agree to abide by these rules. Volunteers will treat everyone with respect, patience, integrity, courtesy, and dignity. Volunteers will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

Volunteers will only perform assigned tasks that are within their physical capability. Volunteers will immediately inform the City of Union if unable or unwilling to perform a requested task.

Some volunteers will have regularly scheduled times for their projects or assignments. If they are unable to be at the library for their scheduled times they are asked to call in advance and inform staff so alternative arrangements may be made. Volunteers will report to staff and verify their work for the day. Any volunteer who fails to perform their assignments satisfactorily or who does not follow library policies and procedures may be subject to dismissal.

TRAINING

Volunteers will receive an orientation and tour of the library. Volunteers will be given the City of Union No-Harassment policy, and sign a form agreeing that they have read, understood, and received a copy. Volunteers will receive on-the-job training to provide them with information and skills reasonably necessary to perform their assignment. Staff shall be reasonably available to the volunteer for consultation and assistance.

APPROVED BY THE UNION CARNEGIE PUBLIC LIBRARY BOARD APRIL 24, 2024

REVISED:

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