



Farmville Public Library

Volunteer Policy

The Farmville Public Library seeks volunteers to assist library staff with a variety of tasks and projects. Volunteers are defined as persons who perform duties or tasks for the Library without expectation of wages or benefits.

Volunteer Qualifications

- Volunteers must be at least 14 years old; volunteers under 18 years of age must have written permission from a parent or guardian to volunteer at the Library. Volunteers age of 18 and older are subject to a background check.
- Volunteers must be able to follow verbal and written instructions; must have the skills commensurate with the assigned job duties; must be willing to abide by Library work rules and policies; and must be willing to perform all work as assigned by their supervisor.
- Volunteers will not replace paid staff and will provide special, unusual, or supplemental services, and may be recruited for a specific job rather than on a general basis.
- Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.
- The Library Director shall oversee the Volunteer Program and volunteers will be supervised by library staff members based on their volunteer activities.
- Each volunteer will be trained by their supervisor in their given tasks.
- Those interested in volunteering must submit a completed volunteer application

The Library does not discriminate against a qualified potential volunteer on the basis of race, color, national origin or ethnicity, gender, sexual orientation, age, political affiliation, religion, or disability.

Volunteers will not be accepted if there is no suitable job match when skills, interests, and schedules are considered. In that case, the application will be kept on file for one year and the applicant will be contacted if an appropriate job becomes available.

The Library reserves the right to deny a volunteer position to anyone it feels is unsuitable for any reason; turning in a completed application does not guarantee a volunteer position.