

FARMVILLE PUBLIC LIBRARY

VOLUNTEER POLICY

Adopted by the Library Board of Trustees on March 19, 2012

Adopted by the Board of Commissioners on April 3, 2012

Revised by the Library Board of Trustees on July 13, 2015



Volunteers are defined as persons who perform duties or tasks for the Library without expectation of wages or benefits. The Library does not provide workman's compensation, medical coverage, or liability insurance for volunteers. Community service workers shall work under the same guidelines as other Library volunteers and in compliance with their organization.

The Library Director shall oversee the Volunteer Program and will assign library staff members to supervise volunteers based on their volunteer activities. Each volunteer will be trained by their supervisor in the tasks that will be asked of them and will be available if questions arise.

To be accepted as a volunteer at the Library, a volunteer application must be completed. Once the application has been reviewed and their references are contacted and are in good order, an interview will be conducted.

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. 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 contacted if an appropriate job becomes available.

Volunteers must be at least 14 years old; volunteers under 18 years of age must have written permission from a parent or guardian to work at the Library.

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 will 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 will 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.