

Volunteer Policy

Webb Shadle Public Library

Adopted-

1. It is the policy of the Webb Shadle Public Library to promote and encourage community minded people to serve as volunteers. Volunteers' diverse skills and expertise enhance and augment paid library staff to provide the best possible service to the public which it serves. The use of volunteers is to provide adequate staffing and enhance library services while making the best use of fiscal resources and furthering the library's mission of promoting community and intellectual diversity.
2. The library director, board of trustees shall recruit library volunteers to augment, not replace paid staff in the enhancement of library services and programs.
3. Volunteers will be coordinated by the director or designee. The Library Director is authorized to create and amend procedures to implement and support this policy
4. Volunteers will submit a Volunteer Application form which will be kept on file. Applicants may be subject to reference checks and review of the sex offender registry. The Library does not guarantee the placement of all applicants and reserves the right to refuse an applicant. Parental signatures will be required for all applicants under the age of 18 years old. Children under the age of 14 are not allowed.
5. Volunteers are expected to adhere to the regular work rules and policies of the library. Depending on assignment volunteers may be in a position to observe personal information or literature choices of patrons. Volunteers will respect the privacy of all patrons and shall not discuss any information with anyone other than paid Library staff.
6. Record of individual and total volunteer hours will be maintained to assist the board in publicly recognizing those individuals annually, and evaluating library activities.
7. Volunteers are not covered by Workers Compensation insurance
8. Volunteers are considered "at will" volunteer employees and the Library reserves the right to terminate a volunteer's working association with the Library at any time, for any reason.

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