**YOUR LIBRARY Volunteer Policy**

***Use the following guidelines to create your own volunteer policy that fits the needs of your library. These guidelines were adapted by Amanda Schiavulli from*** [*http://www.librarytrustees.org/policies.php*](http://www.librarytrustees.org/policies.php)

**A Volunteer is…**

Anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of \_\_\_\_\_\_\_ Library. Volunteers at the \_\_\_\_\_\_\_ Library must be at least \_\_\_ years old *(age should correspond with your library’s unattended children’s policy)* or accompanied by a responsible adult while on duty. The Volunteer Manager will make every effort to assign the volunteer an assignment that aligns with the applicant’s interests and qualifications. Volunteer duties **may include, but are not limited to a**ssisting with opening and closing procedures, filing, shelving materials (subject to a shelving test), and cleaning.

**Qualifications and Selection**

Potential volunteers are required to submit a volunteer application and may be subject to an interview process.  Chosen volunteers may be required to complete an orientation session before working.

Because approved volunteers will be working alongside children and may have access to staff areas, those age 18 and older are required to get a background check through the \_\_\_\_\_\_\_ Sheriff’s Department.

*Or*

Because approved volunteers will be working alongside children and may have access to staff areas, those age 18 and older must provide references and give consent to the \_\_\_\_\_\_ Library to conduct thorough research on his/her character. (this is usually as easy as conducting a google search with the applicant’s full name in quotations)

**Scheduling**

At the discretion of the volunteer, in cooperation with the *title of staff member in charge of volunteers.*

**Volunteer Log**

**All volunteers must sign in and out before and after their shift. The \_\_\_\_\_ Library will keep records of active volunteers for a period of 5 years. *(Librarians are encouraged to keep a sign-in notebook and transfer it to a spreadsheet for an easy tally of hours.)* Students looking for letters of recommendation or documentation of hours worked should inquire immediately ending their appointment.**

**Other Requirements**

Volunteers must agree to follow all of the Library volunteer policies, guidelines and procedures, including dress code and code of conduct. Volunteers must have reliable transportation to and from the library.

**Dismissal and or Disciplinary action**

All volunteer opportunities with the \_\_\_\_\_\_\_\_\_Library are based on mutual consent.  Both the volunteer and the library staff have the right to terminate the position at will, with or without cause, at any time.

**Attendance Requirements/Absenteeism**

Volunteers are expected to work the hours agreed upon when assigned by their supervisor.

If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to their supervisor, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.

Volunteers who do not report for three consecutive scheduled days, without notifying their supervisor, will be considered to have resigned voluntarily.

If the volunteer would like to re-adjust their scheduled hours, they will have to meet with the \_*title of staff member in charge of volunteers\_* to work out new shifts, if they are available.

**Illness**

Volunteers should stay home and rest if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

**Staff Work Space**

Volunteers are not allowed to be unaccompanied in staff areas unless prior permission is given.

Volunteers will be offered a safe place to store their personal belongings if they wish to bring them in during their shift. \_\_\_\_\_\_\_ accepts no responsibility for loss of stolen items.

**Personal Appearance**

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts.  Body hygiene should conform to accepted usage.

**Reading**

Volunteers shall not indulge in personal reading while signed in.

**Cell Phone**

Volunteers should silence their cell phone and refrain from making or receiving phone calls or texting while signed in. If they need to make a call, they should inform the \_*title of staff member in charge of volunteers\_* so that they can be signed out.  Personal phone calls should be made in the library lobby or outside so that other library users are not disturbed.

**Conversations**

Conversations in the workplace that are not concerned with library business should be kept to a minimum.  This includes both conversations with other volunteers, employees, and with patrons.

**Tobacco Products**

\_\_\_\_\_\_\_\_ Library is a tobacco free campus.  Volunteers who choose to use tobacco products may do so only in their own personal vehicles.