

VOLUNTEER POLICY

Green Hills Public Library District Policy Adopted May, 2015

1. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits other than Workers' Compensation. Court-ordered community services workers will not be used as volunteers. Friends of the Library volunteers are governed by these policies and have their own unique bylaws.
2. The Library shall designate a Volunteer Coordinator to oversee all volunteer programs.
3. Volunteers must complete a volunteer information form and be age 11 or older. Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer at the Library.
4. Volunteers will not be accepted if there is no suitable job match after considering skills, interests, schedule, and transportation. If no suitable job is available, the volunteer will be informed that his/her application will be kept on file for one year and he/she will be contacted if there is an opening. This provision excludes Friends of the Library.
5. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.
6. Staff will work with volunteers to ensure that they understand their responsibilities.
7. Volunteers work under an at-will status and may be discharged with or without cause or notice.
8. All volunteers must sign in and out when volunteering in the building.
9. Volunteers must maintain confidentiality of privileged information that they are exposed to while volunteering.
10. All attendance records will be retained for a period of five (5) years.