



## Volunteers

### Purpose

The purpose of this policy is to define the role of volunteers at the Nippersink Public Library District (“Library”) and to provide guidance for their recruitment, supervision, and engagement. Volunteers are essential partners who help the Library extend its services, strengthen community connections, and make effective use of its resources.

### Policy Statement

The Library believes volunteers play a vital role in supporting the mission, vision, and values of the Library. Volunteer opportunities allow individuals to contribute their time and talents while gaining a deeper understanding of Library services and community impact.

Volunteers are not employees of the Library and serve at the discretion of the Library Director. This policy is for internal management purposes only and does not constitute a contractual or personnel agreement. The Library reserves the right to modify or terminate volunteer assignments as needed.

### Definition of a Volunteer

A volunteer is any individual, age 12 or older, who contributes time, energy, and skills to the Library without monetary compensation. Volunteers may serve directly under Library supervision or indirectly through community partnerships.

Volunteers are covered under the Library’s liability insurance policy but are not eligible for medical, health, accident, or workers’ compensation benefits.

### Eligibility and Application Process

- Volunteers must be 12 years of age or older.
- Volunteers under 18 must work under direct supervision by a Library staff member.
- Volunteers age 18 or older must complete both a Volunteer Application and a criminal background check before beginning service.
- All applications are reviewed by the Assistant to the Director (or designee). Volunteers are selected based on Library needs, availability, and qualifications.
- Acceptance is at the discretion of the Library and may be limited by available opportunities or staffing capacity.

### Supervision and Expectations

- Each volunteer will be assigned an on-site supervisor who will provide training, assign tasks, and oversee performance.
- Volunteers are expected to perform their duties reliably, uphold Library values, and follow all applicable Library policies and procedures, including those related to conduct, safety, and attire.



- Volunteers may not perform tasks normally assigned to paid staff or that require specialized training or certification.
- Volunteers may be dismissed at any time at the discretion of the Library Director.

### **Training and Orientation**

All volunteers will:

- Receive an orientation that includes a tour of the Library, an overview of Library policies, and a review of assigned responsibilities.
- Receive on-the-job training to develop the skills needed for their specific assignments.
- Have access to ongoing support and guidance from their assigned supervisor.

If a volunteer is unable to report for a scheduled shift, they are expected to notify their supervisor in advance so alternate arrangements can be made.

### **Conduct and Accountability**

Volunteers must conduct themselves in a manner consistent with the professional and welcoming environment of the Library. Expected behaviors include:

- Treating patrons, staff, and other volunteers with respect.
- Maintaining confidentiality of patron records and personal information.
- Following Library policies regarding attendance, safety, and behavior.

Failure to adhere to Library policies or supervisor direction may result in dismissal from the volunteer program.