



OREGON PUBLIC LIBRARY

VOLUNTEER POLICY

1. Purpose

- A. Volunteers assist the library in meeting its commitment to its mission to provide quality service. While providing this valuable assistance, volunteers connect the library to the community in a way that encourages citizens to become familiar with the library and its many resources. Volunteering also creates opportunities for community members to connect with each other and the library staff. Volunteer services are intended to enhance rather than replace adequate staffing.
- B. This policy provides guidelines for volunteer recruitment, screening, training, management, and recognition.

2. Guidelines:

- A. A volunteer is a person who donates time, talent, or services to support the library and its activities without expectation of future employment, wages, benefits, or compensation of any kind.
- B. Volunteers will be recruited through a variety of methods (in-library announcements, newspaper articles, Friends of the Oregon Library newsletters, requests to community organizations, etc.) to meet specific as well as general library volunteer needs.
- C. Volunteers who plan to work at the library on an on-going basis or are volunteering to meet community service requirements must fill out an application form. The application form will be kept on file for at least one year or until the volunteer asks to be removed from consideration. Information on the application form will be kept confidential.
- D. Volunteer assignments will be based on the qualifications and interests of the applicant, the needs of the library at the time, and the volunteer's ability to make the necessary time commitment. The library cannot guarantee a position for each potential volunteer.
- E. Due to the sensitive nature of some library volunteer positions adult volunteers may be required to undergo a background check prior to beginning their volunteer work.
- F. Children under the age of 16 must have the consent of a parent or guardian to volunteer. Children under the age of 12 must be accompanied by an adult when volunteering.
- G. The library's Volunteer Coordinator will maintain records of volunteer contact information and activities and provide the documentation needed to verify community service. The library volunteer coordinator will also be responsible for assigning a project supervisor.

- H. Volunteers will be informed of and agree to abide by the library's policies and rules. Volunteers working inside or outside the library facility are also expected to observe the same standards of safety and rules as Library and Village employees.
- I. Those volunteers working outside in the gardens will be under the supervision of a member of the Friends of the Oregon Library or staff.
- J. Each indoor volunteer will be supervised and supported by a staff member who will provide the volunteer with a job description, appropriate training and supervision, and regular feedback.
- K. Some volunteers will have regularly scheduled times for their projects or assignments. If they are unable to be at the library for their scheduled times they are asked to call the library and inform staff.
- L. Volunteers shall report to their respective supervisor during their scheduled time to verify their work for the day. Volunteers are permitted in the staff area under the direction of their supervisor.
- M. Any volunteer who fails to perform their assignments satisfactorily or who does not follow library policies and procedures may be subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to be heard by the volunteer coordinator and/or the library director.

Adopted by the Oregon Public Library Board May 9, 2007

Amended: May 8, 2013