

VOLUNTEER POLICY

The Volunteer Policy serves to outline the Redbank Valley Public Library's philosophy regarding volunteers as a method of fulfilling the Library's mission. It describes our obligations towards and expectations of all volunteers.

Definition

A volunteer shall be defined as any individual who performs services for the Redbank Valley Public Library without compensation.

Philosophy

The Redbank Valley Public Library believes that volunteers are crucial to enriching and expanding the library's offering of services. Volunteers compliment the work done by paid staff. They bring new skills, energy, and perspectives to the library, as well as serving as excellent vehicles for outreach into the community. The generosity of these individuals is greatly appreciated by the Board.

Administration

- Volunteers are required to sign an application and waiver form. Minors must have parental permission. The library does not provide any compensation for services provided, including medical, accident, or worker's compensation benefits.
- Child Abuse and/or Criminal Clearances are required for all volunteers over the age of 18. Volunteers may also be required to obtain FBI Clearances according to state requirements.
- Volunteer tasks are assigned by the director and staff. Training will be done on an as-needed basis, overseen by the director and performed by staff or other volunteers.
- Volunteer hours will be scheduled by the director, staff, and volunteers. Volunteers are expected to track the hours that they work.
- Personal appearance reflects on the image of the Library. Casual dress is permitted, but dress and hygiene must be neat, clean and appropriate.
- Volunteers are asked to behave in a professional manner. Courtesy and respect of staff and patrons is required.
- Though volunteer work is without compensation, the Library has set quality standards for completed work which must be maintained.
- Volunteers will be held subject to the same policies as all other patrons.

Confidentiality

Volunteers may at times be exposed to information which is considered confidential, either through library records or personal interactions. Volunteers are expected to be familiar with and are held subject to the Redbank Valley Public Library Confidentiality Policy at all times, regardless of their current relationship with the Library.

Contract

Nothing in this policy shall be deemed to create a contract between the volunteer and the Redbank Valley Public Library. Volunteers have the right to terminate their association with the library at any time, for any reason. The Library reserves the right to terminate their association with a volunteer at any time, for any reason, with or without cause. Failure to follow the above guidelines will result in immediate cessation of volunteer duties.

Equal Opportunity

The Redbank Valley Public Library maintains an equal opportunity volunteer program. The program is run based on the competence and performance of participants without regard to race, color, lifestyle choices, national origin, sex, age, or physical or mental disability.

Review

This policy will be reviewed by the Library Board at least every five years.

Approved April 17, 2008
Revised April 21, 2011
Updated (name change) December 20, 2012
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