

## **Oxford Memorial Library Volunteer Policy**

A. **POLICY:** It is the policy of the Library to accept qualified volunteers to assist with various tasks and programs in the Library.

### **VOLUNTEERS:**

**Definition:** A volunteer is a person who is offering time and energy as a gift to the Library without compensation. He/She is under the direct supervision of the Director and/or staff member, who assigns his/her duties.

1. Application and Interview
  - a. The minimum age to volunteer is 12 years of age (or at the discretion of staff in special circumstances). The parent or guardian of all volunteers under 18 years of age shall provide his/her written consent to the minor serving as a volunteer at the library.
  - b. Persons interested in a volunteer opportunity will be required to complete a Volunteer Application Form and indicate their area of interest. The Volunteer Application, including references, is returned to the Director.
  - c. The volunteer candidates may be asked to come to the library for an interview with the Director and/or the staff person they will be working with.
  - d. The Library reserves the right to carry out the same background and references checks of a volunteer as it does for a paid employee.
  - e. The library has the right to decline any application at the Director's discretion and without explanation.
2. Placement
  - a. Volunteers are placed according to their skills and interests as well as the Library's needs.
  - b. Student volunteers will not be placed in any duties where confidentiality could be an issue (i.e. working the circulation desk).

### 3. Responsibilities

- a. Upon the direction of the Director, volunteers have the opportunity to assist the staff with various tasks or programs throughout the Library.
- b. All volunteers are considered to represent the Library while involved in Library activities, particularly when dealing with the general public. All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts.
- c. All volunteers receive no financial compensation, however he/she will still be required to conform to all the rules and regulations of the Library paid staff.
- d. All volunteers must sign in and out at the circulation desk before and after their shifts. There is a volunteer binder there for that express purpose. Each volunteer will have his/her own page listing time in, time out and a brief description of what the volunteer did during the shift.
- e. If the volunteer is scheduled to work a particular time and will be unable to make it they are to call the library to let us know you will not be in.
- f. The volunteer will refrain from using his/her cell phone while on duty. If the volunteer needs to make a call they may take a break and go into the office or “lounge” area.
- g. Volunteers, student volunteers in particular, will not bring friends with them to the job or have their friends “hang out” at the library while they are on duty and while they should greet patrons with a friendly “hi” and a smile they should not engage in lengthy conversations. Adults should not bring babies or young children with them when they come to work as a volunteer.
- h. If a patron asks a volunteer a question, other than a simple directional question the volunteer should refer the patron to the clerk on duty.

Approved by Board of Trustees September 14, 2018: Bill Troxell, Matthew Voce, Christine Gregoire, Jody Carey, Julie Bogardus, Fred Lanfear (absent Bill Brower)