Vinton Public Library Volunteer Policy

Date Effective: 11/10/2022

Date(s) Reviewed by Library Board: 11/22

Date(s) Revised by Library Board: 9/24

Policy Maintenance Performed By: Library Director

PHILOSOPHY:

* Library volunteers support and enhance the work of the Vinton Public Library, enriching its programs and services.
* The purpose of the Vinton Public Library Volunteer Policy is to protect the rights and safety of library patrons, staff, and volunteers, as well as to preserve and protect the materials, facilities, and property of the Library.

DEFINITION:

* A library volunteer is defined as an individual who assists with work done at the Library without promise, expectation, or receipt of compensation for services rendered.

REGULATIONS:

* Volunteer Placement
	+ Volunteers are placed in positions best suited to their skills, interests, and availability.
	+ Vinton Public Library does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
	+ Volunteer placement is based on the:
		- Qualifications of volunteer applicants
		- Needs of the Library at any given time
		- Volunteer’s ability to commit to a consistent schedule of hours (if required); and
		- Availability of staff time to supervise volunteers
	+ Volunteers must dress appropriately for the assigned tasks
* Volunteer Application and Interview Requirement
	+ All Library volunteer applicants must complete a volunteer application form, available at the Circulation Desk
	+ Receipt of applications will be acknowledged within two weeks of submission
	+ Applicants will be contacted to be interviewed for possible placement by the Library Director, or designee. The interview will include a snapshot of the volunteer program overall and a description of the current volunteer opportunities
* Work Assignments and Supervision
	+ Volunteers will be required to sign a confidentiality agreement prior to volunteering
	+ Volunteers should make every effort to contact their supervisor if they will be absent or tardy
	+ Volunteers may be dismissed from duties at any time without cause
* Background Checks
	+ By applying for a volunteer position with the Vinton Public Library, the applicant agrees to a background check, administered by the Vinton Police Department
* A Note on Library Staff Members
	+ Staff members are welcome to attend any library program or event while off-duty but will not perform any volunteer duties. This includes but is not limited to setting up for events, cleaning up after events, leading book clubs, introducing speakers, or any other tasks detailed in their respective job descriptions