

# **Basalt Regional Library District**

## **Adult Volunteer Policy**

### **Board Policy**

It is the policy of the Basalt Regional Library District to encourage patrons to volunteer at the library.

### **Administrative Policy**

Basalt Regional Library District encourages patrons to volunteer their time assisting the library with various tasks. However, the Library does not allow individuals required to perform “Community Service” by law enforcement officials or the legal justice system to volunteer at the Basalt Regional Library.

### **Procedures**

The procedures for becoming a volunteer are outlined below.

### **Definitions**

An adult **volunteer** shall be considered as any individual, 18 years or older, who assists with work done at the Basalt Regional Library, without remuneration.

### **Statement of Purpose**

The Basalt Regional Library District shall use the services of volunteers to:

- Supplement the efforts of paid library staff in meeting demands for quality public service.
- Serve as a method for encouraging citizens to become familiar with their library
- Staff or support fundraising activities sponsored by the Library, the Friends of the Library, or the Library Foundation.

### **Recognition**

Recognition is an important component of a volunteer program and is often the only way in which the Library can say “thank you” to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.

### **General Provisions**

Nothing in this policy shall be deemed to create a contract between the volunteer and the Basalt Regional Library District. Both the volunteer and the Basalt Regional Library have the

right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. A background check is required for all volunteers aged 18 and older.

The Basalt Regional Library District will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a **Volunteer Application Form** for volunteer work and visit with a supervisory staff member. Upon approval of the Director, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, storytelling, helping to prepare for programs, shelf-reading, discarding materials, maintenance of periodicals, public relations activities, etc.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

### **Recruitment and Supervision of Adult Volunteers**

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations) to meet specific as well as general project needs. Recruitment shall be the responsibility of the Outreach Coordinator.

Volunteers will work directly with the volunteer coordinator to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library.

There will be no formal evaluation process for volunteers.

Policy Review Date: June 2015