

# **Basalt Regional Library District**

## **Youth Volunteer Policy**

### **Board Policy**

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

### **Administrative Policy**

Basalt Regional Library District encourages young patrons to volunteer their time assisting the library with various tasks.

### **Procedures**

The procedures for becoming a student volunteer and youth page are outlined below.

### **Definitions**

1. A youth volunteer shall be considered as any individual, 17 years or younger, who assists with work done at the Basalt Regional Library, without remuneration.
2. A teen page shall be considered as any individual 18 years or younger who has graduated from the youth volunteer program and is compensated at \$8.00 per hour for a maximum of five hours per week.
3. An apprentice shall be considered as any individual who has served as a teen page, has graduated from high school, and is compensated at \$8.00 per hour for a maximum of 15 hours per week.

### **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.

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.

### **Youth volunteer/Teen Page/Apprentice/Circulation Assistant Program**

Student volunteers will be sought by the Youth Services supervisors through educational contacts in area schools and colleges. Participation in the student volunteer/apprenticeship program shall be considered a privilege which may be revoked at any time by the Basalt Regional Library District or the student. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules.

**Level 1 Youth Volunteers:** Students interested in a paid position are encouraged to volunteer at the library a minimum of 15 hours as a Level 1 Youth Volunteer prior to applying for a paid position.

**Level 2 Teen Pages:** Youth volunteers may apply for a paid position. Level 2 Teen Pages are paid \$8.00 per hour with a maximum of five hours per week. Duties include shelving library items, reading library shelves, and general cleaning duties. Students with special skills such as graphic design may be assigned duties associated with posters and promotional materials.

**Level 3 Apprentice:** After graduation from high school, Pages can apply for promotion to Level 3. Level 3 apprentices are paid \$8.00 per hour with a maximum of 15 hours per week. Duties

include shelving library items, reading library shelves, general cleaning duties, checking library items in, and learning basic circulation duties.

**Level 4 Circulation Assistant:** After successfully completing a 90 day probationary period and learning check-in and circulation duties, the Level 3 Apprentice may apply to become a Circulation Assistant if an opening is available. Circulation Assistants are part-time staff members and understand all aspects of the job duties they are assigned by the library.

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