

# Crook County Library

## Volunteer Policy

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**Approved by the Library Board of Trustees on November 14, 2013**  
**Revised by the Library Board of Trustees on February 11, 2016**

### **Purpose**

The Crook County Library encourages the teamwork of staff and volunteers so that it can offer patrons the best service possible. Library volunteers enhance rather than replace the work of Crook County Library staff, enriching the Library's programs and services. Volunteers also aid the Library in making the best use of its fiscal resources and in contributing to sound working relationships with other community groups and organizations. The purpose of the Crook County Library Volunteer Policy is to clearly communicate the role and expectations of library volunteers and the library procedure for accepting, selecting, training and supervising volunteers.

### **Crook County Manual**

This document is intended to augment, not replace the *Crook County Volunteer Manual*.

### **Definition**

For the purpose of this policy, a library volunteer is defined as an individual who assists with work done at, or on behalf of, the Crook County Library without promise, expectation or receipt of compensation for services rendered, except for reimbursement of expenses.

### **Volunteer Screening and Placement**

The Crook County Library volunteer program will include effective recruitment, selection, training, supervision, evaluation and recognition.

1. The Library welcomes volunteer applicants at least 14 years of age or older.
2. Volunteers are placed in positions best suited to their skills, interests and availability. The Library is not able to guarantee a position for each prospective volunteer and has the right to decline any application without cause. Volunteer placement is based on the following:
  - a. Needs of the Library at any given time
  - b. Qualifications of volunteer applicants
  - c. Volunteer's ability to commit to a consistent schedule of hours
  - d. Availability of staff time to supervise volunteers
3. Volunteers age 17 and under must have written permission from a parent or guardian.

## **Employees as Volunteers**

As noted in the *Crook County Volunteer Manual*, “A County employee may not volunteer for the County if the responsibilities and functions of the volunteer position are substantially similar to those performed as a County employee.” (p. 6)

## **Volunteer Application & Interview Required**

All library volunteer applicants must complete a volunteer application form. Forms are available at the library checkout desk and on the library’s website.

Applicants are interviewed for possible placement by the library’s volunteer coordinator. When relevant, testing of applicants may be required to determine eligibility for assignment.

If there are no suitable volunteer opportunities available immediately, application forms will be kept on file for a period of six months. Applicants are called if an assignment is identified which matches their interests and qualifications.

## **Background Check**

Volunteers must be willing to consent to a criminal records search and placement is contingent upon the outcome of this search.

## **Volunteer Position Descriptions**

The Library provides the volunteer with a written volunteer position description that outlines the activities, physical demands and any technical expertise that are needed in order to fulfill the requirements of the position.

Recognizing that volunteer duties are sometimes assigned with the individual’s unique skills in mind, it is within the library director’s discretion to revise the written requirements of the position upon interviewing the volunteer candidate. A copy of the revised position description is given to the volunteer upon placement in the library.

## **Work Assignments, Training, & Supervision**

- A Library volunteer will be scheduled for assignments by the volunteer coordinator or designated library staff member. Typically volunteers will be scheduled to work on a consistent schedule, depending on the library’s needs. Volunteers should contact the volunteer coordinator before their assigned shift if they will be absent or tardy. A pattern of absences or tardiness may be cause for a volunteer to be excused from assignment.
- Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
- Volunteers will not be scheduled until they have completed a library orientation and training and have reviewed all relevant library and county policies and procedures.

- Library Volunteers will have a trial period of one month to determine if the position is suitable for both the Library's needs and the volunteer's skills or interests.
- Library Volunteers should notify their supervisor as soon as possible if they are planning to resign from their position.
- Volunteers must agree to abide by the Library's *Confidentiality of Library Records Policy*, as well as other Library rules and policies.
- Volunteers must sign in and out and record their hours while working on library premises or on behalf of the library.
- The library strives to provide a safe working environment for its employees and volunteers and any unsafe working condition should be reported to the volunteer coordinator immediately.

## Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library.

*Equal Employment Opportunity: It is the policy of Crook County to employ, retain, promote, discharge and otherwise assess all job applicants and employees on the basis of their merits, qualifications and competence. Crook County is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status (except for Veterans Preference as described in the employment application), association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*