

The Ada Community Libraries recognize that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers will not take the place of paid staff, and will provide special and supplemental services. By enhancing, rather than replacing, adequate staffing levels, volunteers aid the Library in making the best use of its fiscal resources.

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time.

Volunteers are identified as persons who regularly perform duties or tasks for Ada Community

Libraries without wages or benefits other than Workers' Compensation.

Community Service workers (court, school, or other) and members of the Friends of the Library are also volunteers.

Volunteers shall be engaged without regard to any individual's age, race, color, national origin, religion, marital status, sexual orientation, gender or any other legally protected characteristic. Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time.

The Library will designate a Volunteer Coordinator at each branch to oversee the use of volunteers. Each volunteer will be assigned a staff liaison who will provide training and supervise their work.

Volunteer Expectations

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer's relationship with

the Library. Volunteers are expected to follow the same work and behavior codes as employees and patrons. Volunteers should notify their supervisor if they plan to discontinue service.

A volunteer application form including a background check must be completed. The Library will pay for the background check. Volunteers under age 18, including those conducting community service, will complete a Teen Volunteer application form (without background check) which must be signed by a parent/guardian and will be supervised by the volunteer coordinator for the location they are assigned. Friends members, short-term volunteers, and Community Service workers are not required to fill out an application or background check. Court-required community service workers are referred to ACL based on our criteria regarding offenses.

Volunteers will be required to read the Volunteer Manual and will wear a badge/lanyard identifying them as volunteers when working for the Library.

Volunteers' hours will be recorded for each time they work at the Library for purposes of annual recognition, library statistical purposes, and for the requirements of Community Service.