

NEWTON COUNTY PUBLIC LIBRARY VOLUNTEER POLICY

The Board of Trustees of the Newton County Public Library acknowledges that volunteers play a crucial role in the services that the Library provides, and that they are welcome additions to the Library community. Volunteers are unpaid, and give of their time and talents to support our services and our mission.

DEFINITIONS

A volunteer shall be considered as any individual, 16 years or older, who assists with the work done at Newton County Public Library without remuneration. Exceptions to the age requirement may be made by the Library Director.

PURPOSE

The Newton County Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid Library staff in tasks necessary to meet quality public service needs.
2. Supplement, not replace, work done by paid Library staff.
3. Staff or support fundraising activities sponsored by the Library's support groups.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer and the Newton County Public Library. Both the volunteer and the Newton County Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Newton County Public Library will not provide any medical, health, accident 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.

Under no circumstances will volunteers be given keys to access Library buildings or any parts of those buildings.

Volunteers will not be permitted to work with records of confidential nature. This shall include, but not be limited to patron registration records, circulation files, claims, bookkeeping records, or employee records.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work. A background check by the Indiana State Police will be authorized for each volunteer applicant over the age of 18. References will be contacts for those 16 to 18 years of age.

Pending the results of background check or reference check, and with approval by the Branch Manager and 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, processing new materials, discarding materials, dusting, maintenance of periodicals, preparing materials for programs, assisting with Library programs, delivery of materials to homebound patrons, light yard work, and so on.

Hours of volunteer service will be determined by the Branch Manager 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 or Branch Manager to accommodate special programs.

SUPERVISION OF VOLUNTEERS

Volunteers will work directly with Library staff members to receive training and complete projects. All volunteers will be assigned a primary staff member to guide them in their work.

There will be no formal evaluation process for volunteers.

Approved, Newton County Public Library Board of Trustees

October 2008

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