

**MIDLOTHIAN PUBLIC LIBRARY
VOLUNTEER POLICY**

I. PURPOSE

The purpose of the Midlothian Public Library volunteer program is to give individuals fulfilling opportunities to use their skills to provide public service to the community, to supplement the efforts of paid library staff in meeting demands for quality public service, and to further the relationship between the public library and the community it serves. The Midlothian Public Library shall make use of the services of volunteers to supplement and not replace the work done by library staff.

II. GENERAL PROVISIONS

- A. A volunteer is any individual who assists with work done at the Midlothian Public Library without wages, benefits, or expectation of monetary compensation of any kind.
- B. Nothing in this policy shall be deemed to create a contract between the volunteer and the Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.
- C. The Midlothian Public Library 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.
- D. Volunteers deserve to be and shall be given the respect and courtesy given to paid employees of the library.
- E. Volunteers are bound by the policies and procedures of the Midlothian Public Library.

III. ELIGIBILITY

- A. Potential volunteers will complete a volunteer application and must visit with the volunteer coordinator prior to beginning services. A background check may be made on adult volunteers. Acceptance of an application is at the volunteer coordinator's discretion.
- B. The library will accept court-ordered volunteers only with nonviolent, non-theft related offenses. The Library Director reserves the right to reject the application of any court-ordered volunteer.
- C. Volunteers may also be required to complete a library orientation prior to beginning services.
- D. Volunteers under the age of 18 must submit a parent/guardian consent form.
- E. If there are no suitable volunteer opportunities, application forms shall be kept on file for a period of one (1) year. Applicants will be called if a project is identified which matches their interests or qualifications.

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IV. HOURS

- A. Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer.
- B. Hours of volunteer service are based on the Library's need for the type of assistance the volunteer is able to provide.
- C. The Library cannot commit to providing a certain number of hours by a certain deadline. Meeting deadlines and reporting requirements to third parties is the responsibility of the volunteer not the library staff.

V. VOLUNTEER EXPECTATIONS

A. Volunteers are expected to:

- 1. Arrive to begin work as scheduled.
- 2. Call their supervisor to report absence or late arrival.
- 3. Sign in and out on the time log and obtain a staff signature.
- 4. Wear a volunteer ID badges during service hours
- 5. Dress appropriately for working in a public service area.
- 6. Use language and exhibit an attitude reflective of respect and a cooperative spirit.
- 7. Request supervisor approval for all breaks.
- 8. Inform their supervisor when a task is complete.
- 9. Protect the confidentiality of all library information.

B. Volunteers are strictly prohibited from:

- 1. Being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol during service hours.
- 2. Smoking in the building or within 15 feet of a building entrance.
- 3. Use of electronic devices (including cell phones) during service hours, unless during a supervisor-approved break.

- C. This list of expectations is not intended to be all-inclusive, and any violation of the Library's policies or behavior considered inappropriate may be grounds for termination of the volunteer's association with the Library.

VI. OFF-SITE DUTIES

Volunteers may be asked to serve at events off library property and must provide their own transportation to and from the site.

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VII. APPLICATION FOR PAID POSITIONS

If a paid library position opens, volunteer applicants shall be evaluated on the same criteria as other applicants.

VIII. GRIEVANCES

Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director and/or the volunteer coordinator.

Adopted 4/2014, Revised 8/2015, Reviewed 8/2016, Revised 8/2017