

Stafford Library Volunteer Policy

Volunteers from the community support and enrich the programs and services the Library provides. The following policy is intended to provide guidance for making volunteering at Stafford Library a productive and worthwhile experience for everyone involved.

A library volunteer is defined as anyone who performs directed tasks on behalf of the library without compensation or the expectation of compensation. Under no circumstances should a volunteer be used to perform tasks that are a regular part of a paid employee's duties and responsibilities. Library volunteers are motivated by numerous factors; many seek to serve their community; some volunteer in order to fulfill the service requirements of an educational, religious, or civic organization; while others seek to fulfill court-mandated obligations. Regardless of a volunteer's reason for getting involved, the library accepts volunteers with the understanding that such service is at the sole discretion of the library. The library is not required to provide any or all requested volunteer hours regardless of the reason for volunteering.

Anyone interested in volunteering at the library must fill out an application form and be approved as a volunteer. Acceptance may include participation in volunteer training, and may be based on an applicant's qualification in relation to the needs of the library at the time. Applicants under the age of 18 must also have signed consent from a parent or legal guardian.

The library will consider accepting court-ordered community service volunteers. In those instances, potential volunteers must disclose why they are required to provide community service, the total number of hours they are directed to provide, and the deadline for the completion of their service.

All volunteers must maintain the same work and behavioral standards as paid staff.

Volunteers must refer all patron questions to a Library staff member. Volunteers are responsible for keeping track of their hours worked and for notifying their supervisor of any changes in their availability.

Volunteers may not access staff-only areas of the library without explicit permission, perform any duties that could expose confidential patron information, or perform any tasks that require the use of the staff interface of the integrated library computer system (*Evergreen*).

Volunteer service may be terminated by the library at any time, for whatever reason, at the discretion of the library director or the volunteer's supervisor.

Approved the Library Board
March 9, 2023