

# LIBRARY OPERATIONS POLICIES

## Volunteer Policy

Adopted: 11.18.2015 | Revised: 05.24.2021

### Policy Statement:

The Finney County Public Library recognizes the importance of utilizing the assistance of volunteers to enhance and expand the quality of services offered by the Library. This policy is defined to build an effective volunteer management system, which ensures consistent and effective supervision and a fair and professional experience for Library volunteers.

The Volunteer Policy shall provide a means to incorporate the skills and talents of the community to work on Library tasks and special projects that might otherwise be impossible to accomplish with only the employed staff. It also gives the Library the opportunity to enhance community engagement and allows volunteers to learn more about the library.

### Volunteer Qualifications

1. All interested volunteers must pass a background check provided by the Library.
2. Volunteers must be at least 10 years of age; volunteers from the ages of 10-17 will need parental/guardian consent before being accepted as a T.A.L.C. (Teen Advisory Library Committee) volunteer. Consent for those who are between the ages of 10-17 includes parent/guardian being present when the volunteer is being interviewed by the Teen Services Coordinator. All volunteers 18+ will be interviewed by the Volunteer Coordinator.
3. The Library does not accept court-mandated volunteer workers.
4. Volunteers are recognized by the public as representatives of the Library and shall dress and act in a professional manner. The Finney County Public Library does not discriminate on the basis of race, color, religion, sex, disability, age, or national origin.

Volunteers must comply with the guidelines and procedures outlined in the Volunteer Policy/Code of Conduct (Appendix – A). They are expected to display professionalism during their time in the Library.

Volunteers will not conduct any financial transactions. They do not take the place of staff, but provide supplemental or specialized services. Volunteers are not allowed to work at the circulation desk since all transactions are strictly confidential.