

## VOLUNTEER POLICY

Adopted by C.A. Friday Memorial Library Board of Trustees: 2/26/1998

Revised: 9/30/2014, 1/7/2020, 2/6/2023

### Purpose

Volunteers help Friday Memorial Library enrich its services and will not be used to replace the work done by paid library staff. The volunteer program serves the needs throughout all library departments and services. The library staff and its volunteers work together for mutual satisfaction and for the benefit of the library and community. We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services and programs
- Increase involvement and support of the library by the public

### Volunteer Guidelines

- Volunteers must have a library card and be in good standing with the MORE Library Consortium.
- All volunteer candidates are required to complete a volunteer application form which will be kept on file.
- All volunteers will be subject to a background check.
- Parents/Guardians of volunteers under the age of 18 must sign a consent form for their children to volunteer.
- Candidates will be accepted based on library needs and the candidate's qualifications to meet those needs.
- Acceptance of an application is at the library's discretion.
- Volunteers are not employees of the City of New Richmond.
- Volunteers are recognized by the public as representatives of the library and shall be guided by the same conduct and behavior codes as employees.
- Volunteers will be given an overview of the library and relevant training.
- Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.
- Volunteers are asked to adhere to an agreed upon schedule, and to make every effort to contact their supervisor if they will be absent or tardy.
- All library users have a right to privacy and confidentiality regarding their personal information and the use of library resources. Volunteers are required to maintain confidentiality and respect privacy. Volunteers may be exposed to information of confidential nature. Such information is not to be shared with anyone else including family, friends or acquaintances. No one is permitted to remove or make copies of any records, reports or documents. Volunteers are not permitted to use staff workstations without permission from a supervisor.

- The library shall not be responsible for damage to a volunteer's personal property while volunteering.
- Volunteers are entirely voluntary with no coercion by staff, no promises of advancement and no penalty for not volunteering. Court Ordered Community Service volunteers may be required to serve.
- Volunteers may not replace a paid employee or impair the employment opportunities of others by performing work that would otherwise be performed by paid employees
- Vehicle Operation – Volunteers who operate their own motor vehicle during the course of their volunteering must provide the Library with a valid driver's license and proof of insurance at the Library's request. It is required that we have current information on file, so may request occasionally to ensure the documents are up to date.

#### Court Ordered Community Service

Friday Memorial Library may accept some court-ordered community service volunteers under the following conditions:

- Charges must be non-violent in nature, may not involve theft of any kind, and may not include any harm to minors.
- The Library must be given adequate time to plan and schedule the community service. We cannot meet required hours in a limited time.
- Volunteers must be able to work independently and respect all Library rules during their community service.

#### Volunteer Liability

The Volunteer Protection Act of 1997, which includes volunteers who act on behalf of public entities, provides that no volunteer of a public entity is liable for harm caused by an act of omission when working on behalf of the entity. In order for a volunteer to be protected, the following requirements must be met:

1. The volunteer must have been acting in the scope of their responsibilities for the Library.
2. Where appropriate or required, the volunteer must have been properly licensed, certified or authorized to perform the activity by state or issuing authorities.
3. The harm must not have been caused by willful, reckless or criminal misconduct, gross negligence or a conscious, flagrant indifference to the rights or safety of the individual who suffered the harm; and
4. The harm must not have been caused by the volunteer's operation of a vehicle for which the state requires the vehicle's owner or operator to possess a driver's license or to maintain insurance.

#### Friends of Friday Memorial Library

The Friends of Friday Memorial Library is a volunteer organization established as a 501 (c)(3). A Board of Directors sets their policies and oversees their operation and expenditures. The Board or its designee is responsible for their volunteers. However, if a problem arises with one of their volunteers violating policy, while representing or advocating for the Library, the Library Director has the

authority to address the concern at that time and take the issue to the Friends' Board for future action.

Background checks will be conducted for Friends of the Library members that actively participate as Library volunteers.