

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 4.900 – VOLUNTEER SERVICE PROGRAM** (adopted 11/12/03)

### **Rationale**

The Adams County Public Library recognizes the importance of various types of community support in achieving the goals of the library program. To this end, the library accepts and encourages the involvement of volunteers in the library. Volunteers learn more about the library and its place in the community and help the library staff to serve the community's needs.

### **Definition of Volunteers**

A volunteer is a person who serves the library without compensation or expectation of compensation beyond reimbursement for certain expenses approved by the executive director. A volunteer performs designated library tasks within a specific library building under the direction of library staff. A volunteer must file an application and be officially accepted by the library prior to performance of volunteer tasks. Activities of library support groups or other community groups not under the supervision of library staff are not included in this definition of volunteers.

### **Conditions of Service**

The library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the library. Volunteers as well as organizations supervising volunteers agree that the library may at any time, for whatever reason, decide to terminate a volunteer's relationship with the library. Moreover, the volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library.

### **Scope of Work**

All volunteer work will be under the supervision of a Public Service Team Leader or a designated employee.

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. Access to staff computers or any use of circulation terminals are specifically excluded from all volunteer activities. Volunteers may not be assigned any library tasks off the premises of the library. Unless specifically authorized on a patron's application card, volunteers may not have access to any patron information covered by the Ohio confidentiality law.

### **Partnership Programs**

The library may accept as volunteers those persons participating in community service programs, alternative sentencing programs, employment and training programs, and other volunteer referral programs. These volunteers shall be placed under the direct supervision of library staff. In each of these cases, the supervising organization must provide the details and the responsibilities of the arrangement under which volunteers would be placed at the library, and the name and telephone number of a contact person within the organization.

### **Policy Disclaimer**

The executive director shall develop guidelines for participation in the Volunteer Service Program. This policy is intended for the guidance of management only and does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Furthermore, participation in the volunteer program shall not be construed as a condition or promise of future employment with the library. The library reserves the exclusive right to change this policy at any time.