



**Southwest La Plata
Library District
Volunteer Policy**

I. Purpose:

Library volunteers support and enhance the Southwest La Plata Library District (SWLPLD), enriching its programs and services. Library volunteers are appreciated and welcomed.

The purpose of the Southwest La Plata Library District Volunteer Policy is to clarify who may volunteer for the library district, and the expectations of the volunteer and the volunteer's supervisor.

II. Definitions:

Volunteer: A library volunteer is an individual who assists with work done at either branch library or for the library district in general without promise, expectation or receipt of compensation for services rendered.

Supervisor: The volunteer supervisor, usually a library's branch manager, will manage and guide each volunteer's work and will be available for consultation and assistance. Volunteers should ask questions or report problems or concerns to this person.

III. Conditions for volunteer work:

- SWLPLD does not accept court-ordered community service
- All SWLPLD volunteers must fill out an application form and submit it to the branch manager of the branch where they wish to volunteer, or to the library director
- Applicants under the age of 18 are required to have parental/guardian permission before volunteering
- Volunteers must be at least 14 years-old
- Employees may not volunteer for SWLPLD
- Employees may volunteer for The Friends of the Southwest La Plata Library District
- Volunteers may not impair the employment opportunities of others by performing work that would otherwise be performed by paid

employees, with the exception of short-term coverage of a vacant staff position

- Volunteers who are family members of library staff may only be placed under the direct supervision of their family member with consent of the library director
- Volunteers may be dismissed from duties or reassigned different duties at any time, depending on the needs of the library or library district
- Former employees will be permitted to volunteer with approval of the library director and with the understanding that their work is being performed without promise, expectation or receipt of compensation

IV. Volunteer Placement

Every attempt will be made to place volunteers in positions best suited to their skills and interests. SWLPLD does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.

Volunteer placement is based on

- The qualifications of volunteer applicants
- The needs of the library district or branch
- The volunteer's ability to commit to a consistent schedule of hours or specific assignment

Volunteers must be provided training, including

- A tour of the assigned building
- Introductions to library staff
- Provision and clarification of policies, duties and expectations
- Confirmation of work dates, times and duration of assignments
- Training needed to perform assigned tasks
- Clarification regarding obtaining, using and caring for library supplies
- Safety orientation

Adult volunteers must pass a library district paid background check.

V. Supervision

Volunteers may not work without supervision unless the assignment is specified as a "work from home" assignment, such as assembling craft projects or take and make kits, creating fliers or other graphic design projects, research for or the writing of a grant application, etc.

Volunteers should make every effort to contact their supervisor if they will be absent from or tardy to their volunteer assignments. Likewise,

volunteers should inform the supervisor if they no longer wish to volunteer for SWLPLD.

Supervisors should meet with each volunteer to provide feedback regarding projects or assignments or to modify a volunteer's responsibilities

VI. Expectations

- Volunteers are expected to perform their assigned duties to the best of their abilities and to adhere to the mission, values, goals, policies and guidelines of the library
- Volunteers should keep their supervisor informed of their projects and work status
- Volunteers will be more successful if they are familiar with computer applications and can communicate via email
- Volunteers are ambassadors for the library and need to present a positive image to the public including
 - appropriate dress and grooming
 - professional, friendly demeanor
 - quiet, respectful conversations
 - respect for patron privacy
- Questions directed to a volunteer regarding a library's collection choices, policies or procedures are to be referred to a staff member. Additionally, if a volunteer is uncertain how to answer a patron question, guidance from a staff member should be sought.
- Volunteers are asked to be alert to safety hazards and to report unsafe acts or conditions to their supervisor
- Volunteers should notify their supervisor of any assignment which causes physical discomfort or which could lead to personal injury. All injuries must be reported to the supervisor
- Volunteers are responsible for keeping their supervisor informed of changes in their contact information
- SWLPLD volunteers are not eligible for health or medical benefits or to file worker's compensation claims

Approved April 17, 2023 by the Southwest La Plata Library District Board of Trustees