

W. G. Rhea Public Library Volunteer Policy

Statement of Purpose:

The W. G. Rhea Public Library shall use the services of volunteers to supplement the efforts of the paid library staff in meeting demands for quality public service. Volunteers aid the library in making the use of its resources and contribute to a sound relationship with the community. The library and its volunteers work together to meet the goals and the mission of the library.

Definition of a Volunteer:

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents directly or on behalf of the W.G. Rhea Public Library and is not paid with library funds. Volunteers, between the ages of 14-17 years of age, must have written permission from a parent or guardian.

All volunteers must be accepted into the volunteer program by the Library Director prior to performance of assigned tasks.

How to Become a Volunteer:

All volunteers are required to fill out a Volunteer Application form. Applicants will be approved to become volunteers at the discretion of the Library Director based on an applicant's qualifications in relation to the needs of the library at any given time.

It is the policy of the Library to provide equal opportunities for all Staff members and applicants. The Library will follow this policy in implementing all employment practices, policies, and procedures.

The Library will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, gender, age (except where gender or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law). The Library will make employment decisions to further the principle of equal employment opportunity.

Volunteers under consideration may be subject to a criminal records search and background check. Volunteer applications will be kept on file for up to one year.

Supervision:

Each volunteer will be assigned an onsite supervisor and is expected to follow the procedures established by that staff member. The supervisor is responsible for the day to day management and guidance of the work and is available for consultation and assistance.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and polices of the library.

All volunteers should keep their supervisors informed of their projects and work status.

Volunteers are not allowed to take funds form customer or use the cash register. Only W. G. Rhea Public Library staff is allowed for security and liability reasons. Volunteers will be allowed, after being trained on privacy, ethics and confidentiality, to work the Circulation Desk at the discretion of the director.

Attendance:

The library depends on volunteers to be present at scheduled times. If the Volunteer will be absent or late, they should notify their supervisor or the Director before their shift begins.

Appearance:

Volunteers need to present a positive image to the public. It is expected that volunteers dress and grooming will be appropriate for a business environment and in keeping with the work assignment.

Disciplinary Procedures:

Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of the Library staff. Volunteers, who fail to meet the requirements of the job, violate library policies, or laws are subject to dismissal.

Furthermore, volunteers serve at will and agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment. Volunteers should notify their supervisors as soon as possible if they are planning to resign from their position.

Revision 1
Revision 2
Reviewed

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