

# **Carter Lake Public Library**

## **Volunteer Policy**

The Carter Lake Public Library will utilize volunteers to enhance library services, programming, and resources. The Library will not be dependent on volunteers for daily operations. Volunteers will not replace or displace employed staff.

### **Definitions**

- **Adult Volunteers:** Individuals who are 18 years of age or older.
- **Youth Volunteers:** Students in 5th through 12th grades.
- **Regular Volunteers:** Individuals who are assigned long-term, ongoing tasks in which shifts are scheduled on a regular weekly, biweekly, or monthly basis.
- **Ad Hoc Volunteers:** Individuals or groups who volunteer for a single event or short-term basis without intention or consideration of long-term placement.
- **Community Service Program:** Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school.

### **Eligibility**

Adults and students in 5th grade or older may participate in Volunteer Services programming, with the following exceptions:

- Groups of children younger than the 5th grade who are completing a service learning assignment through school or another organization. Adult supervision from the school or organization may be required.
- A child younger than the 5th grade is accompanied by their parent, grandparent, or guardian.

### **Application Process**

Volunteers will complete an application and agree to the terms stated in the guidelines. Applicants under the age of 16 are required to have a parent or guardian sign the application and agree to the terms stated in the guidelines. Volunteers will also complete an interview with the Volunteer Services Coordinator or designee.

### **Background Checks**

Long-term volunteer applicants 18 years of age and older may be given a background check if their volunteer work is due to last longer than three months or if they are volunteer work is centered around children. All applicants 18 years of age and older will be looked up on the registered sex offenders list when applications are filled out.

All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Volunteer Services Coordinator and leadership staff.

- Applicants with a criminal history will only be accepted if the designated staff determines that the placement of that applicant will not jeopardize the safety of library patrons and staff or the integrity of library resources.
- Any applicant with a history of crimes against a minor will automatically be denied volunteer placement.
- A volunteer or applicant under investigation for or charged with crimes against a minor will be suspended or disqualified from volunteering until the issue is resolved.

### **Documentation**

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure if required; results of the probationary period; and progress notations. Additionally, library staff will maintain records of each volunteer's hours of service and job performance.

### **Volunteer Placement**

All new volunteers at Carter Lake Public Library will be assigned a task or activity according to their interests, skills, and library needs.

### **Supervision**

All volunteers will be supervised by available library staff.

### **Dismissal**

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The library staff reserves the right to dismiss a volunteer at any time.

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