

## **Williamsburg Regional Library Volunteer Procedures** (revised July 2017)

All volunteers must complete a volunteer application. Volunteers must be age 16 or older, except with approval of a division volunteer supervisor.

Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer for the library.

The volunteer coordinator reviews all volunteer applications and forwards them to the appropriate division volunteer supervisor(s). The volunteer coordinator keeps records of the volunteer hours for all volunteers. The volunteer coordinator keeps applications for all current volunteers.

Each division that uses volunteers will designate one or more volunteer supervisors to work with the library's volunteer coordinator. The volunteer supervisors train, supervise, and evaluate volunteers. Volunteer supervisors will keep accurate time sheets for all volunteers and submit monthly time sheets to the volunteer coordinator.

A volunteer who does not volunteer in the library for three consecutive months will be considered inactive and may be required to submit a new volunteer application prior to recommencing volunteer duties.

The library has a responsibility to ensure that the volunteer force augments staff efforts while meeting the individual's need for a meaningful volunteer experience. If no appropriate volunteer position is available, the volunteer will be informed that his/her application will be kept on file for a minimum of one year and he/she will be contacted if there is an appropriate opening.

Volunteers must maintain the confidentiality of all library user records. Misusing, falsifying, or tampering with any user record is prohibited. Violation of these library policies will result in immediate dismissal.

Volunteers wear identification badges when working for the library. They will have access to staff restrooms and lounges during their work hours. When volunteering, volunteers must follow division rules with regard to food and beverage in the library.

Volunteers may not wear perfume, cologne, scented aftershave, strong smelling lotion or other products while at work. Offensive body odors also are prohibited. If a complaint is made volunteers will be asked to correct the situation.

During working hours, volunteers are expected behave in a professional manner, presenting a neat and clean appearance and dressing according to the requirements of their division and the task.

Volunteers will be informally evaluated on an ongoing basis and will work on an at-will status. Volunteers may be discharged without cause or notice.

For every fifty hours worked by a volunteer, he/she will receive a Fifty-Hour Club membership, with the benefit of a bookplate being placed in a library item noting the accomplishment. Annually volunteers will be honored at a special event hosted by the library Board of Trustees and library staff.

All volunteers are subject to any and all appropriate background checks. Volunteers may be required to pay for a background check.

I hereby acknowledge that I have read, understand, and will abide by the above Volunteer Policy and Procedures Statements.

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Signature

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Date