



Carbon County Library System

Volunteer Policy

The Carbon County Library System Volunteer Program is designed to expand and enhance public service to the community. Volunteers provide support services to paid library staff by working on special projects.

Volunteers are expected to act in accordance with library policies, procedures and directives, and to reflect positive customer service attitudes to all library customers.

Library volunteers should be provided orientation, training, support, and supervision. The Branch Manager or designated library staff is responsible to assign specific duties and clear instructions to all volunteers.

Duties assigned to library volunteers should be within the range of activities relative to the library workplace.

Volunteers and supervisors should define the period of time for which a volunteering commitment is made. The Executive Director or Branch Manager may determine that a volunteer's services are no longer needed at any time.

Confidentiality

No volunteers shall disclose to any unauthorized person, for any purpose, confidential information acquired in the course of their service or through the unauthorized disclosure by another.

Library volunteers are restricted from performing library transactions.

All volunteers are required to sign an acknowledgment of the Confidentiality of Customer Records Form before beginning to work for the system. This document pertains to Wyoming State Statute 16-4-203.

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Volunteers must be at least 14 years old.

Prospective volunteers are ~~requested~~ **required** to fill out the necessary Volunteer Application Form and may be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which

matches their interests or qualifications. Volunteers may be required to pass a background check at the Director's discretion, and at the potential volunteer's expense.

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