

## **Volunteers**

The library welcomes volunteers to help support its programs and services.

Volunteers are required to obey all policies, procedures, and instructions from library staff.

Anyone not paid directly by the county/library should have only limited access to patron files, including circulation records, or any other confidential information. Any volunteer who may encounter such information should sign the library's Confidentiality Statement.

A volunteer will not replace a paid staff person. Volunteer work should enhance the quality of library services, not be relied on for library operations. Exceptions may be made for volunteers providing programming that library staff are unable to offer. These program volunteers will remain under the supervision of library staff.

The library may conduct criminal and sex offender background checks and drug screens on volunteers.

Volunteers under age 12 must be accompanied at all times by a responsible adult who is directly supervising them.

The library does not accept court-appointed community service workers because of the supervision and record-keeping required.

The library does not accept volunteers from programs intended to give job skills because of the supervision required and because the nature of library volunteer jobs are unlikely to prepare someone for successful employment.

Library employees may not perform volunteer services for the library. Library employees may not perform volunteer services for the Friends of the Library or any other organization while on duty at the library.