**Harper Library Court Ordered Community Service Worker Policy**

Harper Library (hereinafter Library) is a 501(c)3 public library that supports Harper, western Gillespie, and small portions of eastern Kimble and northern Kerr Counties, Texas**.** Our mission is to provide full library services including library materials, internet access, computer use, programs, and basic office services (faxes, printing, copying) for all visitors to our Library. The Harper Library Resale Shop (hereinafter Resale Shop) exists to provide income for the support of the Library and to provide a discount retail source for clothing, housewares and other items to Harper and the surrounding areas.

A Community Service Order is a sentence of the Court which is normally made as an alternative to incarceration or a youth detention sentence. It is a form of punishment intended to benefit the community that's been harmed by an offender's crime and allows the offender to do unpaid work for the Community in exchange for a complete or partial reduction of fines and/or incarceration.

A Community Service Supervision Department handles cases where a judge has ordered community service. This policy details the procedures to be followed when a Community Service Supervision Department refers an adult or juvenile to the Library.

Library Court-Ordered Community Service Application Process

1. Upon referral, the Library will request written documentation or oral confirmation from the courts or probation officers stating that the person is required to complete court-ordered community service hours, as well as the specifics of the offense.
2. The Library Director will screen, interview, and approve prospective community service workers on a case-by-case basis. Criteria used will include; but not be limited to; the offense committed and the number of hours the volunteer needs to accumulate. Age, race, sex, religion, sexual orientation, national origin or disability will not be part of the criteria.
3. The Library Director shall review this policy and the Library/Resale Shop General Operating Policies with the applicant.
4. The Library Director will fill out a Community Service Worker Record on each worker, to be filed in the locked file cabinet in the Library office.
5. The Library Director will schedule the community service worker to work with a Library or Resale Shop volunteer who has agreed to supervise the worker.

Library Rules for Community Service Workers

1. Hours may only be served during regular operating hours or as needed during special Library events.
2. Community service workers may work no more than three (3) hours per day in the Library. The designated Resale Shop volunteer will set hours for workers referred to the Resale Shop. Special events are excepted.
3. One community service worker will be scheduled for any given three (3) hour shift. There shall be at least one other volunteer in the Library or Resale Shop in addition to the supervising volunteer.
4. All volunteers and community service workers in the Library or Resale Shop are expected to be clean and dressed in appropriate attire. No shorts, T-Shirts with inappropriate slogans, torn clothing, yoga or pajama pants, crop tops, or revealing clothing will be permitted. Footwear is mandatory.
5. Hours will be tracked on a Community Service Worker Log Sheet (attached). This log sheet will be initialed by the Library or Resale Shop volunteer on duty and signed by the community service worker to avoid any discrepancies.
6. The community service worker must abide by all Library and Resale Shop policies. Failure to comply with all policies will result in the termination of the privilege to schedule community service hours at the Library or Resale Shop.
7. If a community service worker does not fulfill the scheduled hours they have accepted to work three (3) times they will not be permitted to schedule any additional community service hours at the Library or Resale Shop unless prior notification of intended absence was given.

Permitted Duties

Community service workersin theLibraryandResale Shop may:

1. Sweep and/or mop inside and/or outside building
2. Dust
3. Take out trash
4. Pick up trash outside
5. Other activities suggested by the Library/Resale Shop volunteer based on worker’s interest and ability

In addition, workers in the Library may:

1. Wipe down and disinfect furniture and keyboards
2. Clean children’s area including chairs, stools, puzzles, activity station
3. Clean glass on doors and entrances
4. Other activities suggested by the Library volunteer based on worker’s interest and ability.

If all available tasks are completed and no more than thirty (30) minutes remain in the day, students may then spend remaining daily time doing homework if the Library volunteer on duty approves it. However, computer access is not allowed.

To be completed by the Community Service Worker:

I have read and agree to comply with the above stated policy:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopted by the Harper Library Executive Board of Directors on November 7, 2018