

## **VOLUNTEER POLICY**

The Nicholas P. Sims Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

Nicholas P. Sims Library volunteers are coordinated by the Assistant Director, or designee, and must be at least 14 years of age. Parents/guardians of junior volunteers (under 18 years of age) must sign a consent form for their children to perform volunteer service hours at the Library. Each volunteer must complete the “Library Volunteer Application” which will be kept on file in the Library. Forms are available at the circulation desk and on the Library website.

Volunteers are expected to conform to all policies of Nicholas P. Sims Library and the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality, and they are selected and retained for as long as the library needs their services. The Nicholas P. Sims Library has the right to terminate a volunteer’s working association with the Library at any time, for any reason. Volunteers working in the Library are covered by the Nicholas P. Sims Library’s Property and Liability Insurance Policy.

Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in places of hiring full- or part-time staff.

Volunteers may apply for paid positions under the same conditions as other outside applicants. In accordance with labor laws and the policies of Library Board of Trustees paid staff may not volunteer their services to the library except with permission from the library director. Staff may volunteer in other departments of city government outside the library.

Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the Library’s “Volunteer Guidelines” document.

Volunteers are asked to record their hours of service in the “Volunteer Log Book”, located at the Circulation Desk. These records are kept for state reporting purposes according to the Texas State Library and Archives Commission and Accreditation standards.

The Library does not accept volunteers requiring court ordered community service.

**VOLUNTEERS UNDER EIGHTEEN (18)**

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours at the Library.

Original: Unknown

Revised: 2017

Approved by the Library Board of Trustees