

## **Alamance County Public Libraries Volunteer Policy**

Anyone wishing to volunteer is required to complete an Alamance County Volunteer Application. Volunteers must obtain their own insurance. Alamance County will not be held responsible for any injuries incurred as a result of volunteer services for the county.

Volunteers must be in at least 9<sup>th</sup> grade, unless approved by the Library Director. Volunteers under 18 years of age must have written permission from a parent or guardian to work at the library. Selection of volunteers is at the discretion of the branch managers. Preference will be given to high school students needing volunteer hours for school.

Immediate family members of library staff may not volunteer in a capacity that would require they be directly or indirectly supervised by their family member. Immediate family is defined as spouse, parent, child, sibling, grandparent, grandchild plus the various combinations of half, step, in-law and adopted relationships that can be devised from those named.

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 must be able to follow verbal and written instructions; must have the skills commensurate with the assigned job duties; must be willing to abide by library work rules; and must be willing to perform all work as assigned by the supervisor. Volunteers are selected based on their qualifications in relation to the needs of the library, and based on their ability to commit to a consistent schedule. The library reserves the right to terminate the services of any volunteer.

Volunteers will only work during hours when adequate supervision is available. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and library staff.

Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.

Volunteers are recognized by the public as representatives of the library and should conduct themselves appropriately when carrying out assignments for the library. Volunteers are expected to abide by all library rules and regulations. Library volunteers are subject to Alamance County's Employee Dress Code. Individuals are asked to wear a badge that identifies them as a volunteer while they are working at the library.

The library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.

The Friends of the Alamance County Public Libraries group is also in need of volunteers.