

# **Robert W. Barlow Memorial Library**

## **Volunteer Policy**

Recognizing the need for volunteers from the public sector to extend the resources of the professional staff, help stretch a limited budget, and enhance public support, RWB Library will actively seek the assistance of willing participants.

To encourage volunteerism and ensure a positive experience, the library will:

- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library.
- Provide volunteer supervision in accordance with sound supervisory practices and library policies.

Volunteers shall be recruited without regard to age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

A volunteer is a person who performs tasks for the RWB Library without receipt or expectation of wages, benefits or compensation (including travel expenses) of any kind. Examples include members of RWB Library Board and Friends of the RWB Library.

Volunteers may not:

- Utilize public funds. Any purchase made to support volunteer programs using public funds must be made by library staff. Any purchases made by the volunteer are considered a donation to the library.
- Perform activities that could reveal confidential information.
- Use the Integrated Library System (ILS) computer software.

Volunteers are recognized by the public as representatives of the RWB Library and shall be guided by the same work and behavior standards as employees. They participate at the sole option of the Library Director. Volunteers may be subjected to a background check. All volunteer applications including a criminal history (misdemeanor, felony, deferment) will be reviewed by the Library Director.

Volunteers may be terminated at any time at the Library Director's sole discretion with or without cause. A volunteer will be issued a verbal and written warning before being terminated. Causes for termination include but are not limited to:

- Negative attitude, offensive language, inappropriate dress, or misconduct
- Violation of city, state, or federal laws
- Harassment
- Reporting for duty under the influence of drugs or alcohol
- Unexcused absences

Volunteer Policy adapted from the Ames, IA, Algona, IA, Dubuque, IA, Kanawha, IA Public Libraries

**Approved by the Board of Trustees, 06/04/18**