

# Volunteer Policy

## PURPOSE:

Greenwood Public Library uses volunteers to assist with library services. Volunteer opportunities give patrons a way to help their community and learn more about their library. Teen Summer Reading volunteers have the opportunity to apply for a Friends of the Library scholarship.

## POLICY:

### Volunteer Qualifications:

- Greenwood Public Library accepts volunteers ages 10 and older.
- Volunteers may be subject to a background check and/or reference checks.
- Greenwood Public Library does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, marital status, gender identity, or political beliefs.

### Volunteer Expectations:

- If working as a Circulation Volunteer, a Privacy Agreement must be signed and adhered to. Failure to do so will result in the volunteer's termination.
- Volunteers will arrive on time and leave only when their volunteer time is up or if they are told to do so.
- Volunteer paperwork will be signed at the end of the volunteer's service time.
- Volunteers must abide by the same rules of conduct, ethical standards, and confidentiality requirements as staff.

### Placing Volunteers:

- All volunteers will be assigned to a position upon arriving at the library. Positions may include:
  - Circulation (Checking Patrons In/Out)
  - Activity Assistant
  - Shelving/Shelf Reading
  - Books Sale Helper
- A volunteer may be terminated at any time at the library's sole discretion with or without cause. Causes for termination include but are not limited to:
  - Not performing work at an appropriate level of capability
  - Negative attitude, offensive language, inappropriate dress, misconduct, or harassment

**Adopted 7/1/2021**