

John C. Hart Memorial Library Volunteer Program Policy

The Hart Library recognizes and appreciates the valuable contributions of many conscientious volunteers. The Library also encourages and welcomes applications from prospective volunteers to be used with appropriate programs and activities. All Library personnel are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in the recruitment of volunteers.

1. A volunteer is anyone who is selected to perform tasks constituting civic/charitable functions without expectation and/or provision of compensation and with no tangible benefits for performing this volunteer service.
2. Volunteers are viewed as a valuable resource and as important partners in serving the public.
3. Volunteers may be used in various Library programs, activities and tasks; however, volunteers may not displace any paid employees from their positions.
4. Volunteers who are under the age of 17 must have written consent of a parent or legal guardian before volunteering.
5. Volunteers who are participating as part of student community service activities, student intern projects, alternative sentencing programs, corporate volunteer programs and other volunteer referral programs must have a special agreement with the Library and their organization and must identify someone who will be responsible for their volunteer activity.
6. A volunteer must be in "good standing", that is, must adhere to all Hart Library policies and rules, no outstanding fines, etc.
7. Volunteers are required to sign a confidentiality agreement that will govern their actions on behalf of the Library.
8. Volunteers may be asked to submit to a background criminal check.
9. No person who has a conflict of interest with any activity or program of the Library shall be accepted or serve as a volunteer with the Library.
10. Volunteers are responsible for presenting a positive image to patrons and the community. Volunteers shall dress appropriately for the conditions and for the performance of their duties.
11. Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.