

Three Forks Community Library Volunteer Policy

Volunteers enhance, rather than replace adequate staffing. They enrich the library's offerings, beyond basic service. All volunteer tasks must aid the library in achieving its goals and objectives. The library staff and its volunteers must be able to work together. Volunteers supply support services to paid staff through volunteer opportunities. The Library's over-all mandate must always take precedence and opportunity for volunteer involvement may be restricted.

As service volunteers are guided by the same behavior codes as employees, as they are seen as representatives of the Library. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

These are the Three Forks Community Library volunteer opportunities.

- Shelving
- Local history assistance
- Landscape/plant caretaker(Seasonal)
- Children's section shelf/area cleaner
- Craft preparation
- Story time volunteer
- Summer Reading Program assistant
- Book repair/shelf ready
- Social Media poster
- Volunteer organizer
- Person to take books to donation center
- Sidewalk Caretaker
- Recycling Volunteer

Volunteers are selected based on their qualifications in relation to the needs of the Library. Volunteers will receive specific training in their assignment duties from a library staff member.

Volunteers can work only during hours when adequate supervision is available. A paid library employee will be responsible for each volunteer. A Volunteer will work when arrangements are made in advance.

Volunteers must refer all reference requests to the Library staff.

Volunteers cannot:

- Participate in any jobs that require viewing of patron records
- Issue Library cards
- Cannot rearrange the library in any way, i.e., moving furniture, files, books, other materials.
- Disrupt/alter or impede the work of library staff
- Work in lieu of circulation staff

- Give away City or Library materials or supplies
- Open staff mail
- Choose other duties

In the event that a volunteer is unable to adequately perform the duties assigned to them, they will be removed from service.

Minimum age requirement is 14. Three Forks Community Library follows all Child Labor Laws.

Every volunteer must sign up for liability coverage at Three Forks City Hall before any volunteer work can take place.

Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer relationship with the Library, or to make changes in the nature of their volunteer assignment.

Library is responsible for respecting hours pertaining to youth and labor laws.

The Library Board reserves the right to show due diligence in determining the appropriateness of, or any assignment for, any volunteer.

Approved by the Board of Trustees January 7, 2009

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