

# **PEND OREILLE COUNTY LIBRARY DISTRICT**

## **POCLD VOLUNTEER POLICY**

### **DEFINITIONS**

A volunteer shall be considered to be any individual, 13 years or older, who performs work by agreement and without remuneration at any branch library of the Pend Oreille County Library District. Exceptions to the age requirement may be made by the Director.

A student intern shall be considered to be any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit. Individual Boy Scouts working on advanced awards are also classified as student interns.

### **STATEMENT OF PURPOSE**

The Pend Oreille County Library District shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the POCLD Friends of the Library.

The Pend Oreille County Library District shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

### **RECOGNITION**

Recognition is an important component of a volunteer program and is often the primary way in which the District can express its gratitude to its volunteers. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. District staff and the POCLD Board of Trustees shall find ways of recognizing volunteers throughout the year.

## **GENERAL PROVISIONS**

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Pend Oreille County Library District. Both the volunteer and the District have the right to terminate the volunteer's association with the District at any time, for any reason, with or without cause.

The only benefit the District will provide to its volunteers is coverage in the event of injury under the Washington State Labor and Industries industrial insurance program (also known as "worker's compensation").

Prior to engaging in any volunteer activity each volunteer will be required (a.) to submit a volunteer application form (Appendix A) to the District Administration office and (b.) to have an orientation session with a supervisory staff member. Once those steps are completed, the information on the application has been verified, and the District has conducted a background check on volunteers aged 18 and older, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, helping to prepare for programs, discarding materials, maintenance of periodicals, and public relations activities. Final determination concerning the scope and range of volunteer work assignments rests with the Director. Volunteers may not work on projects that would give access to patron information or use the Integrated Library System (ILS).

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer and recorded on a volunteer timesheet for monthly reporting. Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

## **RECRUITMENT AND SUPERVISION OF VOLUNTEERS**

Volunteers will be sought through a variety of methods (e.g., newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Director and the branch supervisors.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

When appropriate and affordable, the District may fund the cost of workshop-based training for volunteers who have made a long-term commitment to the Library and who may benefit from the information provided. Recurrent training, such as academic coursework for credit, will not be reimbursed by the District for volunteers.

There will be no formal personnel evaluation process for volunteers but letters of recommendation may be provided by the Director upon request.

## **STUDENT INTERNS**

A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and the POCLD branch library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Director before the intern is accepted. Participation in student internship programs shall be an arrangement by mutual consent which can be terminated at any time by the District or the student intern. All schedules will be arranged between the student intern and the supervising staff member and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising staff member and the school or college representative before the student intern is accepted. The supervising staff member will follow this schedule and report student progress to the educational institution's responsible representative.

### **Adoption and Revision History**

**Adopted December 16, 2008**

**Revised January 1, 2012**

**Revised January 1, 2014**

**Revised September 28, 2017**

## Pend Oreille County Library District



### Volunteer Application Form

1. Date: \_\_\_\_\_
2. Name: \_\_\_\_\_  
(Last) (First) (Middle)
3. Current address: \_\_\_\_\_
4. City: \_\_\_\_\_ 5. State \_\_\_\_\_ 6. Zip \_\_\_\_\_
7. Home/message phone: \_\_\_\_\_
8. Have you ever been convicted of any crime?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain each occurrence fully.

---

---

9. What days are you available for volunteering?

- |                                    |                                   |                                      |
|------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Monday    | <input type="checkbox"/> Thursday | <input type="checkbox"/> When needed |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Friday   |                                      |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |                                      |

10. What tasks are you interested in?

- Program support (helping get programs ready, helping with the program, etc.)
- Shelving books
- Helping the Friends of the Library
- Processing books (applying stickers, covering books, etc.)
- Pulling books for holds
- I am really good at \_\_\_\_\_!

11. Do you have any special skills or talents you'd like the library to know about?

---

---

12.

**AUTHORIZATION AND CERTIFICATE  
PLEASE READ THIS STATEMENT CAREFULLY**

I authorize Pend Oreille County Library District at the time of my application for volunteer work and during the course of my volunteer work to verify information contained in this application as it relates to the position for which I am being considered. I hereby affirm that the information given on this application is complete and accurate. I authorize a thorough investigation to be made in connection with this application concerning my character general reputation, employment and education background, and criminal record, whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I hereby release said employers or third party people and Pend Oreille County Library District from any liability or damages for receiving or releasing information.

I understand that the volunteer relationship may be terminated by either party at any time for any reason.

I have read and affirm as my own the above statements.

I also acknowledge that I have read and understand the Volunteer Policy of Pend Oreille County Library District.

DATE

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_