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## **Volunteer Policy**

The Library Center of the Ozarks welcomes volunteers to assist Library staff with various projects and activities. A “volunteer” is anyone who chooses to perform services for the Library without compensation or expectation of compensation and who performs volunteer services at the direction of the Library staff. A volunteer is not an employee of the Library.

### **General Information**

- All volunteers must be reliable, consistent, and committed to providing excellent customer service.
- All positions require bending, stooping, reaching overhead, standing for an extended time, and may require the use of a stepstool and pushing a heaving book cart.
- Volunteering is conditional on adherence to the library's policies and expectations. Volunteers can be released from their duties at any time at the discretion of the Library.
- The Library cannot guarantee the placement of any person seeking to volunteer with the Library.
- Recruitment for volunteer’s placement, screening, and placement is the responsibility of the Library Director and his/her designee.
- Volunteers will not be allowed access to non-public areas when not volunteering.
- Individuals volunteering for the Library under the auspices of any other unit (e.g. scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it (other than wearing the uniform of the unit as applicable) while performing volunteer services in the Library.
- The Library reserves the right to obtain consent to perform background checks on volunteers.
- Employees who are no longer employed by the library must wait six months before volunteering in the Library.

### **Adult Volunteers (18+)**

- All volunteers must complete the online application.
  - [Volunteer Application Form](#)
- Volunteers are selected based on their qualifications in relation to the needs of the Library.

- Volunteers must meet with Library staff before they are considered for and placed in a position.
- Volunteers are subject to the same rules of conduct and ethics as Library staff, including but not limited to its policies forbidding harassment, discrimination or workplace violence or threats of violence.
- Employees of the Library may not volunteer to perform on an uncompensated basis any service they are employed to perform.

### **Juvenile Volunteers**

- Juvenile volunteers must be at least 14 years old.
- Younger volunteers may be considered if they are volunteering with and under the direct supervision of a parent or guardian.
- Volunteers under the age of 18 must have permission from a parent or guardian to perform volunteer services.

### **Friends of the Library**

- The FOL are voting members who foster a positive relationship between the Library and community. They serve as advocates and fundraisers for the Library.
- FOL volunteers are recruited, screened, and trained by the FOL.

Nothing in this policy or in the volunteer's service to the Library shall create a contract or employment relationship between the volunteer and the Library. Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time.

Approved 5.7.24