

LAWRENCEBURG PUBLIC LIBRARY DISTRICT

POLICY ON THE USE OF VOLUNTEERS

The Lawrenceburg Public Library District welcomes and encourages members of the communities it serves to volunteer time and talents to enrich and expand library services. The use of Volunteers will supplement, not replace regular paid staff, and the services performed by Volunteers will not be a means of avoiding hiring regular full or part-time paid staff.

Volunteers may be used for special events, projects, and activities, or on a regular basis. Volunteers are selected and retained for as long as the library needs their services. Volunteers must conform to all policies of the Lawrenceburg Public Library District and to the Rules and Guidelines for Volunteers. Volunteers work under the direction of the Library Director or under the direction of other staff as delegated by the Director.

Volunteers may apply for paid positions with the Library District under the same conditions as other outside applicants, but should expect no special consideration as a result of their role as Volunteer. In accordance with labor laws, paid hourly staff may not volunteer their services to the library. Library staff, who are members of the Friends of the Library, may of course volunteer time and effort to projects sponsored and managed by the Friends.

Adopted May 2001
Revised August 2005
Reviewed June 2009

Attested: _____
Secretary

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RULES AND GUIDELINES FOR VOLUNTEERS

Volunteers are processed through the designated Volunteer Coordinator. Exceptions to this are Volunteers under the age of 19 who are processed in the Youth Services Department who are processed by the Youth Services Manager.

Persons interested in volunteering services must submit an application to the Volunteer Coordinator. Everyone who applies will not necessarily be accepted as a Volunteer. The Volunteer Coordinator will match the interests of the applicant with needs of the libraries or the Friends organization.

An interview with a staff member in the department where the potential volunteer may be placed is generally required.

Volunteers may be expected to attend designated training sessions.

Volunteers must abide by the policies and procedures of the Lawrenceburg Public Library District.

After an individual has been accepted as a Volunteer and duties have been assigned, that individual is expected to follow the agreed upon schedule and to fulfill his/her obligation to the library.

The Lawrenceburg Public Library District reserves the right to terminate the service of a volunteer.

Volunteers may apply for paid positions with the Library District under the same conditions as the general public. Special consideration will not be given to the application of a Volunteer.