



Policy on the Use of Volunteers

Adopted October 26, 2021,

Revised November 25, 2025

The Lawrenceburg Public Library District (LPLD) 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.

LPLD conducts background checks for volunteer applicants to confirm and supplement information about qualifications, experience, and character in order to place the volunteer effectively. Checks may be performed at any time during the relationship as well as prior to initial placement of the volunteer. LPLD does not accept court-ordered community service requests for adults.

LPLD does not provide medical, health, or workers' compensation benefits for any volunteer. Volunteers are not eligible to receive workers' compensation for injuries sustained while volunteering at LPLD.

Volunteers may be used for special events, projects, activities, or on a regular basis. Volunteers are selected and retained for as long as LPLD needs their services. Volunteers must conform to all LPLD policies and to the Rules and Guidelines for LPLD Volunteers. The Library Director will assign a staff member to serve as the Volunteer Coordinator for the Library District. The Volunteer Coordinator may delegate individual volunteer supervision to other staff according to the needs of the Library at any given time.

Volunteers under the age of 18 are coordinated by the Youth Services Manager. An application with a parent/guardian signature is required before hours can be scheduled. The Youth Services Manager may delegate individual volunteer supervision to other staff according to the needs of the Library at any time. All volunteers under the age of 18 will have hours scheduled in accordance with Indiana Code 22-2-18.1-16.

Volunteers may apply for paid positions with LPLD under the same conditions as other outside applicants but should expect no special consideration because of their role as volunteer.

In accordance with labor laws, paid hourly staff may not volunteer their services to LPLD. Library staff members, who are members of the Friends of the Library, may volunteer time and effort to projects sponsored and managed by the Friends of the Library.

Nothing in this policy shall be deemed to create a contract between the volunteer and LPLD. Both the volunteer and LPLD have the right to terminate the volunteer's service at any time, for any reason, with or without cause.