



Lawrenceburg Public Library District

Policy on the Use of Volunteers

Revised and approved October 26, 2021

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.

LPLD conducts mandatory background checks for adult volunteers applying to work in Youth Services and Outreach Departments. Checks may be performed at any time during the relationship as well as prior to initial placement of the volunteer at the discretion of the Volunteer Coordinator, Human Resources personnel, Assistant Director, or Director. Either the applicant's SSN or birthdate must be provided prior to volunteer placement.

The Library does not provide medical, health, or worker's compensation benefits for any volunteer. Volunteers are not eligible to receive worker's compensation for injuries sustained while working at Lawrenceburg Public Library District.

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 LPLD Volunteers. The Library Director assigns a staff member to serve as the Volunteer Coordinator for the Library District. Individual volunteer supervision may be delegated to other staff according to the needs of the Library District at any given time.

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

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

Revision adopted Board of Trustees
Lawrenceburg Public Library District

Attested _____
Secretary

Lawrenceburg Public Library District

Expectations and Guidelines for Volunteers

1. Adults interested in volunteering their services must submit an **application** to the Volunteer Coordinator, while persons under the age of 18 apply to, are oriented and directed by the Youth Services Manager. Each who applies may not necessarily be accepted as a Volunteer. The Volunteer Coordinator will match the interests and abilities 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.
2. 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.
3. Volunteers must abide by the **policies and procedures** of the Lawrenceburg Public Library District.
4. Volunteers may be expected to attend designated **training** sessions.
5. Volunteers are encouraged to become **Friends** of the Lawrenceburg Public Library District.
6. Volunteers may apply for **paid positions** with the Library District under the same conditions as the general public. Special consideration cannot be given to the application of a Volunteer.