

Crawfordsville District Public Library

Volunteer Policy

Adopted: 11/12/2020

Purpose

The Crawfordsville District Public Library (CDPL) encourages volunteers from the public to become involved with supplemental tasks and special projects at the library. Volunteers at the library are able to gain skills and positively contribute to a shared space in our community, furthering both individual and community goals. Volunteers enhance the work of the CDPL staff by assisting the library to fulfill its mission to encourage the love of reading and learning in our community.

As a department of the library, the Carnegie Museum also encourages volunteers to assist in its mission to promote public awareness and appreciation of the history, heritage, and culture of Montgomery County.

A CDPL volunteer is defined as an individual who assists with work done at the library or museum without promise, expectation, or receipt of compensation for services rendered.

Recruitment Qualifications and Placement

CDPL encourages volunteers who are committed, motivated, and enthusiastic to assist in advancing library services in the community. Volunteers are selected based on a number of criteria, including availability, interests, and qualifications. Volunteers will be placed into open volunteer positions, and the availability of positions will vary. There is no guarantee that particular tasks, or any tasks, will be available for all volunteers, or at any particular time.

Volunteers are selected without regard to race, color, religion, national origin, veteran status, sex, age, disability, (except where the disability prevents the individual from being able to perform the essential functions of the position and cannot be reasonably accommodated in full compliance with the law), sexual orientation, gender identity, genetic information, or other legally-protected status.

Volunteers under the age of 18 must have parental approval. Volunteers younger than 15 years old may work only in the Youth Services department.

Each volunteer will have an initial introductory period to ensure they are a good fit for the work that needs to be done.

Program Leadership

The Library's Volunteer Program is headed by the Assistant Director, who will work closely with the Library Director and library staff to identify areas of need and match volunteers with the appropriate section of the library. The administration of the library is responsible for the review and revision of policies and procedures and may identify and recommend higher priority projects. Department Heads will be responsible for the selection and supervision of volunteers in their departments. The Department Heads also will determine mutually agreed-upon scheduling and provide necessary volunteer training, including review of the volunteer policy and other important policies and procedures, sign-in and sign-out requirements, a building tour, personal and facility-wide safety instruction, and task instruction. Until an official Friends of the Library organization is created, the library book sale volunteers will be overseen by the library director, the Assistant Director, or their delegate.

Interviews

Potential volunteers must fill out an application and interviews will be scheduled if the qualifications and interests of the applicant match an open volunteer position. Interviews will include a discussion of expectations, job duties, and policies of CDPL.

Short-term youth volunteers will not go through the full interview and orientation process.

Expectations of Volunteers

CDPL volunteers must meet the following requirements:

- Adult volunteers must read and sign all requested documents (Volunteer application, Background check authorization, Internal Controls training certification for volunteers that handle money, Conflict of Interest statement, Ethics Statement, Child Abuse Prevention Policy);
- Be free of convictions for violent, theft-related, or sex-related offenses within the last 10 years;
- Commit to the needed schedule determined by CDPL management (the library may specify a minimum time commitment required in order to cover the cost of background checks);
- Adhere to CDPL policies and practices;
- Be reliable in availability; and
- Delivery drivers must be at least 18 years old.

Volunteers will **not** be permitted to have access to confidential patron information in the Integrated Library System (ILS). This includes:

- Performing projects or activities that could reveal confidential patron or staff information
- Accessing confidential patron information directly in the ILS

Criminal History Check

All volunteers 18 years of age and older who are selected for a position must undergo a Criminal History Check, which initially will be paid for by the volunteer. The library will reimburse the volunteer after 10 hours of volunteer time have been completed.

Any arrests or convictions that occur after the history check must be reported immediately to the Assistant Director. Any false or misleading information provided to the library or any material omissions made by a volunteer will be grounds for immediate termination of the volunteer position.

Individuals with specific subject area expertise who are recruited by CDPL to present one-time programming in a group setting or online will be exempt from this requirement, or if required, will have background check costs covered by CDPL.

Motor Vehicle Record Check

Any person whose volunteer position requires the use of a motor vehicle must undergo a Motor Vehicle Record Check in addition to a Criminal History Check. A valid driver's license, proof of insurance, and acceptable driving record is required for all volunteers who will drive on library business. Subsequent loss or suspension of the volunteer's driver's license privileges must be reported immediately to the Assistant Director. An unacceptable driving record or absence of a valid driver's license may result in denial or termination of volunteer driver status in appropriate circumstances.

Recordkeeping

A number of documents regarding each volunteer are filed and maintained by the library according to Indiana record retention laws. The documents must be kept in the volunteer file for 75 years following their last day of service. The documents include, but are not limited to, the Volunteer Application, Background Check Authorization, Internal Controls training certification, Conflict of Interest statement, and Ethics Statement.

The Community Service and Volunteer Hours Log must be completed for every shift worked by the library volunteer.

Safety/Workers' Compensation

It is the responsibility of CDPL to provide a safe working environment. Volunteers must observe all applicable safety procedures.

Volunteers must be properly rostered in order to be covered by Workers' Compensation insurance benefits, and any coverage applies only during the time volunteers are on assignment for CDPL.

Completion of Assignment or Removal of Assignment

Volunteers are expected to conduct themselves as if employed by the Library, following all guidelines and procedures, including dress code, and they must adhere to the CDPL Behavior Rules/Code of Visitor Conduct.

Volunteers may be removed from an assignment or their volunteer service may be terminated when:

- The agreed-upon timeframe has been reached or the project is complete;
- The volunteer and work are not well-matched;
- The volunteer is not satisfied with the needed work, and no other work is available;
- Library policies are not consistently followed by the volunteer;
- Volunteer behavior creates unprofessional or hazardous environment, disrupts library workflow, or creates liabilities for the library;
- Illegal drug or alcohol use adversely affects the volunteer's performance; or
- The volunteer misses more than 2 shifts without prior arrangement.

Recognition

It is the goal of the Crawfordsville District Public Library to thank our volunteers with an annual volunteer recognition event or other recognition effort.