



**P O Box 125   385 W 2<sup>nd</sup> Street   Ione, OR 97843   [www.ionepubliclibrary.com](http://www.ionepubliclibrary.com)   541-561-9828**

## **Volunteer Policy**

The Ione Library District recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers can also be valuable advocates for the Library in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Ione Library District volunteers are coordinated by the Library Director, or designee, and must be at least 13 years of age. Each volunteer must complete the "Volunteer Interest Form," which will be kept on file. Forms are available at the librarian desk. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

Ione Library District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behaviour policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behaviour also apply to volunteers.

Volunteers work with the status of "at will" employees and the Ione Library District has the right to terminate the volunteer's working association with the District at any time, for any reason. Volunteers working in the library are covered by Ione Library District's Property, Liability, and Worker's Compensation Insurance policies.

Volunteers are asked to record their hours of service using a designated form.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours for the District.

Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.