

BOARD OF TRUSTEES POLICY

Volunteer Policy #19
Original: May 22, 2008
Revised: August 22, 2016

Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371

1. The services offered by the Tipp City Public Library ("Library") are greatly enhanced by the active participation of citizens of the community. The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Library. Volunteers agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the Library.
2. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the Library.
3. A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of the Library. Volunteers shall not be considered as employees of the Library. The Library may not provide any medical, health, or accident benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The Library maintains certain liability insurance that extends to volunteers.
4. A volunteer will be required to submit a volunteer application form and must be officially accepted and enrolled by the Library prior to the performance of any task. A volunteer could be subject to a criminal background investigation before being officially accepted. If the background investigation discloses any misrepresentation on the volunteer application form or information indicating that the individual is not suited to volunteer with the Library, the applicant will be refused.
5. The Library staff are not allowed to volunteer with the Library. Family members of staff are allowed to volunteer with the Library. Volunteers must be at least 14 years of age. The volunteer activities and hours for volunteers 14-17 years of age will follow the same rules and guidelines set forth by ORC Chapter 4109 Employment of Minors.

6. Hours of volunteer service will be determined by the Director or a designee in discussion with the volunteer. Volunteers are expected to arrive at the Library in time to begin work as scheduled or call the Library if they will be absent. All volunteer work must be completed within normal Library hours. Exceptions may be made by the Library Director.

7. The Library accepts as volunteers those individuals participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, court appointed community service, and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from whom the special case volunteers originate.

Guidelines for Volunteers

1. Volunteers are required to wear identification badges when working in the Library.
2. If you are going to be absent from your assignment or need to change your work schedule, please advise the Director as soon as possible.
3. If you are going to leave your volunteer position, please notify the Director as soon as possible, so that a replacement can be sought.
4. Please bring any concern, problem or suggestion to the Director. Ask him/her for any information you need to do your job more effectively.
5. If, for any reason, you are not happy with your volunteer assignment, please talk it over with the Director. If you want to consider a change in your assignment, please talk it over with the Director.
6. An important requirement of your volunteer position is the monthly Volunteer Report form. Please keep an accurate record of the hours you work, record them on the form and give it to the Director by the last working day of the month.
7. The Director will ask you for an evaluation of the volunteer program periodically and also when you leave. Your comments are welcome at other times as well.
8. Volunteers are expected to operate within the stated policies and procedures of the Library.
9. Volunteers are expected to have a good knowledge of the goals and purpose of the Library.

**Tipp City Public Library
Volunteer Application**

Date _____

Name _____

Address _____

Telephone Number _____ Email _____

Please list type of volunteer work sought and any relevant experience _____

Are you at least 18 years of age? ____ If not, date of birth _____

Have you been convicted of a felony? ____ Are you a registered sex offender? ____

References:

Name _____ Telephone number _____

Relationship _____ How long known _____

Name _____ Telephone number _____

Relationship _____ How long known _____

Emergency Contact:

Name _____ Telephone number _____

Relationship _____

I certify that the information in this application is true and complete. I understand that false statements, misrepresentations or omissions of information in this application may result in rejection of this application. The Tipp City Public Library is expressly authorized to investigate all statements contained in this application. I consent to the release of information about my ability and fitness for volunteer assignment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the Tipp City Public Library. In the event that I am selected to become a volunteer for the Tipp City Public Library, I agree to comply with all of its ordinances, rules, and regulations. I fully understand and agree to provide my services to the Tipp City Public Library as a volunteer in a voluntary capacity, and that I will receive no compensation or benefits for services provided.

I understand that I am NOT insured by the Tipp City Public Library Worker's Compensation Insurance and NOT covered by any Accident Medical Insurance Policy while I am a volunteer with the Tipp City Public Library. I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel. I hereby release the Tipp City Public Library, its officers, employees and agents from any and all claims, damages, cost or expense including attorney fees, and liability, including any claims of personal injury and property damage arising from my participation in the Volunteer Program. I grant full permission to use any photographs, videotapes, recording, or any other record of this program for any purpose.

BY SIGNING BELOW, I AGREE THAT I UNDERSTAND AND CONSENT TO THE ABOVE STATEMENT:

X _____ X _____
Volunteer's Signature Date If volunteer is under 18, Signature of
Parent/Guardian Date