

VOLUNTEER POLICY

The Friends of the Columbus Public Library is a volunteer organization established as an IRC Section 501 (c) (3). Adult volunteers are encouraged to work through this organization. Information about joining the Friends of the Columbus Public Library may be picked up in the library.

Columbus Public Library shall make use of the services of interested volunteers to supplement but not to replace the work done by library staff.

DEFINITION OF A VOLUNTEER

A volunteer shall be considered as any individual who contributes time, energy, and talents for the good of the Columbus Public Library and is not paid by Library funds.

All volunteers must be accepted by the library prior to performance of assigned tasks.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. Excepting Library Board members and Friends of the Library members, volunteer dismissal will be at the staff's discretion.

HOW TO BECOME A VOLUNTEER OUTSIDE OF JOINING THE FRIENDS OF THE LIBRARY

- Volunteers are required to fill out a Volunteer Intake Form and Waiver of Liability unless exempted by the library director.
- The library director or volunteer coordinator will review the completed forms and contact the applicant within one week.
- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
- Volunteers under consideration may be subject to a background check.
- Volunteers under age nineteen must have the Volunteer Intake Form and Waiver of Liability signed by a parent or legal guardian, and the parent/guardian information must be written on the intake form.

SUPERVISION

Each volunteer will be given instruction by a staff member or volunteer coordinator. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. If this supervisor is not available, the volunteer may also discuss any issues or questions with the library director or other staff.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their work status, and of their comings and goings during volunteering at the library.

VOLUNTEER ORIENTATION AND TRAINING

Before beginning a volunteer assignment, the staff member in charge will be responsible for the following when applicable:

- Notify the rest of the staff of the volunteer;
- Review job duties and expectations, including making the volunteer aware of the policy manual or the policies online, and let the volunteer know that s/he is responsible for adhering to all policies, including conduct;
- Confirm work dates, times, and anticipated duration of the assignment;
- Provide training on any new skills needed to perform assigned tasks;
- Discuss procedures for obtaining, using, and caring for needed supplies;
- Provide safety orientation;

- Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

When assigning volunteer work to minors, the city's insurer's guidelines will be followed, including all applicable statutes for employment for minors for municipalities.

Adopted by the Library Board on 11/14/2013