

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 personnel.

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.

VOLUNTEER ACCEPTANCE AND EXPECTATIONS

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

Volunteer acceptance and dismissal will be at the discretion of library personnel, except for volunteer work specific to Library Board, Library Foundation Board, and Friends of the Library matters.

Former library employees may apply to volunteer after two years, unless otherwise specified by the Library Director. The Library Director may approve exceptions if requested.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

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 supervising personnel informed of their work status, and of their comings and goings during volunteering at the library.

Each volunteer will be given instruction by the volunteer coordinator or other library personnel.

Volunteers are free to ask any questions of this person or report any problems or concerns about their assignment. If designated personnel are not available, the volunteer may also discuss any immediate issues or questions with the Library Director or other library personnel.

Dismissal from volunteer service may occur for reasons including, but not limited to, failure to report when scheduled, failure to complete tasks as assigned, or violations of the library conduct policy.

HOW TO BECOME A VOLUNTEER

- Volunteers are required to fill out a Volunteer Application which includes a Waiver of Liability unless exempted by the Library Director.
- Volunteers under age nineteen must have the Volunteer Application and Waiver of Liability signed by a parent or legal guardian.
- The Library Director or their designee will review the completed forms and contact the applicant.
- 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.

Adopted by the Library Board on 11/14/2013, revised on 1/13/2022.