THE HAYNER PUBLIC LIBRARY DISTRICT
VOLUNTEER POLICY

PURPOSE

Volunteers bring to the library enthusiasm, energy, and added talents. Volunteers complement the services provided by the staff of The Hayner Public Library District.

HIRING AND TERMINATION OF VOLUNTEERS

All volunteers are screened, selected, and trained by the Department Manager (or their designee) of the department in which the volunteer opportunity is available. The Department Manager may terminate the services of a volunteer if they feel the volunteer is not compatible with the needs of the library.

VOLUNTEER WORK HOURS

Volunteer days and hours will be assigned by their supervisor. Volunteer opportunities may be assigned on a short-term or long-term basis. Most volunteer positions are flexible.

VOLUNTEER TASKS

Volunteer tasks will be assigned by Department Managers.

In the performance of their duties, volunteers should:

- Be able to lift, bend, and reach as needed.
- Go about their duties in a quiet, unobtrusive, and businesslike manner.
- Refrain from making and receiving personal telephone calls unless absolutely necessary.
- Adhere to the library policies and procedures as outlined in the Volunteer Manual.

PROGRAM GUIDELINES

Volunteers must complete a Volunteer Application Form and will be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year.

Volunteers will provide references and submit to a criminal background check, with the exception of student volunteers completing mandatory school and non-profit service hours.

Volunteers are placed in positions best suited to their skills, interests, and availability. We cannot guarantee a position for each potential volunteer.

Selection is based on the qualifications of applicants, the needs of the library at any given time, and the volunteer's ability to commit to a consistent schedule of hours.