

APPALACHIAN REGIONAL LIBRARY
Volunteer Policy
Approved 7-21-16

The Appalachian Regional Library welcomes volunteers at all our locations and appreciates the important role volunteers can play in providing excellent service to our communities.

Volunteers bring energy, enthusiasm, special skills, and new perspectives to the library. They enhance rather than replace adequate staffing, and enrich library services rather than provide basic assistance.

Individuals interested in volunteering at an ARL library must fill out an application and, if accepted, a Volunteer Agreement form. Volunteers will be accepted based on the library's needs and the individual's qualifications as determined during the selection process. The library is not obligated to provide volunteer opportunities. Applicants will be interviewed, and if an appropriate volunteer job is available, references will be checked before the volunteer is accepted. ARL does not discriminate in hiring or in approving volunteers with regard to any legally protected characteristic. While we welcome volunteers, library staff cannot always provide volunteers with a requested number of work hours or accommodate preferred schedules. If there are no suitable volunteer opportunities, application forms will be kept on file for six months; applicants will be called if a project is identified which matches their interests or qualifications.

Volunteers under the age of 18 must have a parent or guardian give their consent by signing the application form. Generally, the library will not accept volunteers under the age of 14. Youth volunteers may work only under the direct supervision of a library staff person.

Some volunteer tasks at our libraries include shelving library materials, assisting with bulk mailings, performing simple clerical tasks, assisting with children's programs, and sorting donated books. Depending on the skills and interests of the volunteer and the needs of the library, other volunteer activities are possible.

Volunteers may not perform activities which reveal confidential patron information or which use the Integrated Library System.

Volunteers must be able to follow verbal or written instruction and must be willing to perform all work as assigned by staff. Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and procedures regarding work schedules, attendance, conduct, performance, safety procedures, and proper attire. Volunteers must wear a Volunteer badge at all times while on duty. Volunteers may be released from their duties at any time at the discretion of the library.

ARL does not provide any medical, health, accident, or worker's compensation benefits for any volunteer.

Volunteers will be provided with an orientation to the library and training for the work to be done. Each volunteer has an on-site supervisor who is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and being available for assistance during the volunteer's work time.