



## Wissahickon Valley Public Library Volunteer Policy

The Wissahickon Valley Public Library Volunteer Program assists the library in carrying out its mission to meet the information needs of our diverse and dynamic population. The library volunteers assist paid staff with daily library needs as well as special projects without remuneration.

- Volunteers are required to complete a **Volunteer Application Form** which will be kept on file.
- Teen volunteers must be between the ages of 14 and 17 and need parent permission to participate (signature on the volunteer application form).
- Volunteers 18 and over are also required to have Criminal and Child Abuse background checks (**PA State Police Criminal Record Check and PA Child Abuse History Certification**).

Candidates will be accepted after a successful interview with the Volunteer Coordinator, other Administrative Staff member (i.e. Technology Coordinator, Youth Services Director) and all clearances are approved. Candidates' qualifications must also meet the needs of the library's projects and work responsibilities. The library may not accept every volunteer application.

All volunteers are to receive training in their duties and responsibilities and are then to be supervised in their work by a staff member. Volunteers are expected to perform their assigned duties to the best of their abilities. Volunteer work may be subject to review and evaluation, correction and possibly termination if it is in the best interests of the library. The library maintains the right to deny a volunteer position to anyone it feels is unsuitable for any reason.

Volunteers work under the direction of the Volunteer Coordinator in conjunction with the Director or other Administrative Staff. Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding conduct, performance, safety procedures, proper attire, etc.

Hours of service are recorded in the Volunteer Log.

The library extends fine-free status (on WVPL items only) for active volunteers. The library also recognizes its volunteers for their service at special events.

Library volunteers are covered under the library's blanket accident insurance policy.

The Director and the Volunteer Coordinator are authorized to create and amend procedures to support this policy.

Adopted by the Wissahickon Valley Public Library Board on November 16, 2017.