

Hansen Free Library District

VOLUNTEER POLICY

Thank you for volunteering at the Hansen Free Library District (HFLD). The following guidelines are designed to familiarize our volunteers with the library expectations.

The undersigned hereby agrees to the following policy and procedures applicable to volunteers for and at the Hansen Library. Volunteers shall be allowed to work at the Hansen Library only with the consent of and at the discretion of the Library Director. Volunteers shall be required to agree to the following terms:

1. Volunteers will arrange their schedule to the mutual agreement of the parties involved. Volunteers may be scheduled for times or events. Any attendance during those hours shall be strictly voluntary. If a volunteer is unable to report at the specified time, they will contact the on-duty staff member immediately. Volunteers must be accompanied by a staff person whenever they are in the library building.
2. Volunteers will confirm that they have never been convicted of a felony or of any criminal offense relating to abuse or exploitation of minors.
3. Volunteers shall not engage in any activity posing any risk of injury to themselves or others.
4. Volunteers have the right to refuse to engage in any and every activity and that participation is purely voluntary.
5. Volunteers shall not act in any disciplinary or enforcement role in any manner.
6. Volunteers understand that a background check may be performed by the library.
7. Volunteers will acknowledge that any library activity involving children requires at least two adults to be present at all times.
8. Volunteers will dress in appropriate manner with attention given to personal hygiene, as outlined in the HFLD Personnel Policy.
9. Volunteers will be courteous and helpful to the library patrons. If asked a question that they doesn't feel qualified to answer, they will ask a staff member to assist the patron.
10. There may be several areas in which the volunteer will be asked to help: i.e., shelving books, straightening out shelves, helping during story time, and other duties as assigned. Volunteers will not check out books, issue new or renew cards, answer the telephone, make copies for patrons, or reserve the meeting room.
11. If a volunteer completes an assigned task before their allotted time is over, they should ask a staff member for further instructions.
12. The Library Director or Library Board may terminate a volunteer's status at any time without cause or explanation.

13. Minor children may work as volunteers only with the consent of a parent or legal guardian.

14. Volunteers are provided general liability coverage through the library's policy.

Once again, thank you for your time and service as a library volunteer. With volunteers we are able to better serve our community.

DATED this _____ day of _____, 20_____

(signature of volunteer)

(signature of parent or guardian if volunteer is under age 18)

I affirm that I have not been convicted of a felony or of any criminal offense related to abuse or exploitation of minors.

(signature of volunteer)

(signature of parent or guardian if volunteer is under age 18)

Librarian Initials _____

Adopted by the Hansen Free Library District Board of Trustees on May 1, 2023