

Administrative Rules

Created: 10-9-2001

Rule 1.6 – Volunteers

Approved/Updated: 5-22-2013

Overview and General Rules

I. PURPOSE

Volunteers bring enthusiasm, energy, added talent, and a fresh perspective to the Deschutes Public Library System. They enhance, rather than replace, adequate staffing. They enrich the library's offerings, rather than provide basic service. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with recognized agencies, as well as with community groups and organizations.

II. OBJECTIVE

To establish standards for the utilization of volunteers within the Deschutes Public Library System.

III. RULES AND REGULATIONS

- A. A District-wide Volunteer Coordinator creates and maintains the Volunteer Program, setting goals, guidelines, and providing assistance to library supervisors/managers and volunteer liaisons to ensure consistency district wide.
- B. Potential volunteers will complete an application form.
 - 1) No individuals under the age of 12 may volunteer.
 - 2) Individuals 18 years are placed after background checks are processed and approved.
- C. Staff will select individual volunteers on the basis of:
 - 1) need for services, and
 - 2) qualifications of volunteers
- D. All volunteers will be trained and guided by a volunteer liaison in each library or department.
- E. Volunteers will not perform work in any Library facility when staff is not on the premises.
- F. General liability coverage is provided for volunteers operating within the scope of their assigned job duties.
- G. Volunteers will be recognized for their service and contributions.