

## **EOLS Volunteer Policy**

Volunteers enhance rather than replace adequate staffing.

Most employment law interpretations place the same/similar liabilities on a business for those acting on behalf of the organization through volunteering as is placed on those actually employed. Selecting knowledgeable, skilled, dependable and trustworthy employees is critical to a business' success. An employee is an investment.

1. Volunteers are identified as persons who regularly perform duties or tasks for the Eastern Oklahoma Library System without wages or benefits. Community Service workers (court, school, or other) and members of the Friends of the Library are also volunteers.
2. The Library Manager or their designee will oversee the volunteers.
3. A volunteer application form including a background check must be completed. Volunteers between the ages of 12 and 18 will complete a form (without background check) which must be signed by a parent/guardian. Friends members, short-term volunteers, and Community Service workers are not required to fill out an application or background check.
4. Volunteers will be accepted only when there is a suitable task/duty match; when skills, interest, location, and schedule have been considered. Some examples of volunteer duties may include:

Program Assistance	Shelving
Genealogical Assistance	Cleaning
Literary Assistance	Gardening
Clerical work	

5. Volunteers will not take the place of paid staff, and will provide special and supplemental services. Both the volunteer and the Library have the right to terminate the volunteer at any time, for any reason, with or without cause.
6. Each volunteer is asked to work an average of two hours a week for at least six months. Community Service workers are asked to work a maximum of two hours per day, but may work more than one day per week as needed.
7. Volunteers are expected to follow the same work and behavior codes as employees and patrons.
8. Volunteers will wear a badge/lanyard identifying them as volunteers when working for the Library.
9. Volunteers' hours will be recorded each time they work for the Library.
10. A volunteer's application and log sheet will be destroyed after one year of inactivity. Teen volunteer work records may be kept up to three years for college application reference purposes.
11. Former EOLS employees, who have been separated from the System for at least one year, are eligible to volunteer for the library.
12. At least once a year, local libraries will sponsor a volunteer recognition function.
13. Volunteers will not have access to confidential patron information.
14. Volunteers must have a valid library card and be in good standing with the Eastern Oklahoma Library System.

See Branch Manager for Volunteer Application form.