



**BOARD POLICY**

**VOLUNTEERS IN THE LIBRARY**

Volunteers will be accepted only when there is a specific need identified by the library director.

Any long term volunteer must apply and go through an interview process. If accepted, they become unpaid library staff members. An application need not be completed by individuals who have an hour or two to spare and volunteer on the spur of the moment. Nor does it have to be completed for community service.

The library is a member of Skagit County Retired Senior Volunteer Program (RSVP). We ask each volunteer complete an application before they start work. This makes the volunteer eligible for insurance and mileage reimbursement.

If a volunteer will be unsupervised in the library, a background check will be run through WATCH (State Patrol). The volunteer must have no derogatory information on the background check before he/she is allowed to work in the library.

Volunteers will receive training from the director or designee, during which several points will be emphasized:

1. Volunteers are working for a business (the library is a service business) and must conduct themselves as if they were paid staff.
2. Volunteers will be trained in confidentiality of library and patron records.
3. Volunteers must follow all policies of the library.
4. Volunteers may be dismissed for unprofessional conduct, such as disrespect of the library mission, staff, services, or patrons.
5. Volunteers must record all their hours worked in order to be covered by our insurance policy.

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