

Leonia Library Volunteer Policy

The Leonia Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services.

The Leonia Library Volunteer Program is open to anyone over age of 12. Volunteers 18 years of age or older are required to have a criminal history background check. This background check will be performed within the structure and procedures utilized by the borough of Leonia and Leonia Police Department. See *the Leonia Library Criminal History Background Check Policy* for details.

The library uses volunteers to supplement the efforts of staff in providing quality service, to encourage people to become familiar with the library and its services, and to support library fundraising activities. Working under the supervision of library staff, volunteers supplement and do not replace the work of staff. Volunteers are accepted to perform various functions within the library as deemed appropriate by the Library Director and Library Board of Trustees and expected to conform to all of the policies of the Leonia Public Library. Volunteers are not paid for their time. Nothing in this policy creates a contract between the volunteer and the library. Both the volunteer and the library can terminate their association at any time, for any reason, without any cause being stated.

All volunteers should return a completed Volunteer Application form to library supervising staff. By signing and submitting the volunteer application, the volunteer agrees to all the provisions of the Leonia Library Volunteer Policy. Anyone aged 18 or older will be subjected to a background check. All volunteers must be appointed by the Library Board of Trustees. Volunteers will be reviewed and appointed at Library Board of Trustees meetings by the Library Board of Trustees. Applications for volunteers will be presented at the Library Board of Trustees meeting by the Library Director. For applicants 18 years or older, this presentation must wait until after the results of a background check have been received and results in accordance with the *Leonia Library Criminal History Background Check Policy*. Once a volunteer is appointed, their application sheet will be signed by the Library Board of Trustees President and filed with the Library Director. Volunteers are not authorized until they have been appointed by the Leonia Library Board of Trustees. The Library Director will keep copies of all volunteer applications for library records.

Volunteers under the age of 18 must be supervised directly on sight by a library staff member at all times. Volunteers under the age of 18 will not have an authoritative position within the library. All authority and supervisory capacity rests with the library staff member. Volunteers under the age of 18 will work only within the direct supervision of a library staff member and may not work inside the library unsupervised in any circumstance.

The Library Director will designate library staff supervisors to coordinate and administer volunteer programs in the library. The designated supervisor will be responsible for interviewing interested volunteers, collecting applications, organizing and assigning volunteer tasks.

The Volunteer Policy does not apply to organizations or individuals contracted by the library to perform or provide programs at the library. The policy also does not apply to individuals or groups utilizing the library's meeting room space. See *Meeting Room Policy* for details.

The library appreciates that volunteers are giving their own time and effort to assist the Leonia Public Library.

This policy may be modified at any time.

Approved by the Leonia Library Board of Trustees – September 14, 2016