

Evangeline Parish Library Policy for Volunteer Service
Approved by Library Board Review at Jan. 25, 2010, Board Meeting
Revised April 13, 2010, by Library Board of Control
Subject to further changes and/or additions after legal advisor review

The Evangeline Parish Library encourages both long-term and short-term volunteer service at the Main Library in Ville Platte or at any of the Library's five branches. Volunteers help shelve books, organize shelves and displays, develop and deliver children's programs, assist patrons in finding items or using computers, assist with Summer Reading and Book Fest, help with genealogy research, help evaluate the library's collection, and any other functions as assigned or designated by the Director or his or her designee.

Requirements for volunteers are as follows:

- 1) Volunteers must be approved by the Director. Branch managers can get verbal approval from the Director for volunteers at their branches. Volunteers under age 17 are not generally accepted, but may be considered on a case-by-case basis.
- 2) All volunteers must agree to follow the same rules outlined for paid employees in the Personnel Manual and related board-approved documents. Failure to follow these rules can result in immediate termination of the volunteer assignment.
- 3) Volunteers are to respect all confidentiality and privacy policies of the Library.
- 4) Volunteers must agree to training and oversight by Library staff. The nature of training and oversight will vary depending upon the volunteer assignment but **MUST** at a minimum include review of the rules, etc. before beginning the assignment (items 2 and 3 above).
- 5) Potential volunteers must let Library staff know **BEFORE** their assignment begins if there are any special physical or other conditions that will limit their service or require modifications/accommodations. Staff will strive to find assignments that will meet their needs; however, these cannot be guaranteed.
- 6) Court-ordered community service volunteers must provide all necessary paperwork for the library to document their service hours. Library staff will **ONLY** sign off on hours actually worked.
- 7) The Library reserves the right to decline any volunteer service that is not deemed to be in the best interests of the library and its goals and purposes. It also reserves the right to terminate volunteer service at any time with or without any reasons given.
- 8) The Library will not be responsible for the actions of any volunteer that violate the rules and regulations of the Library or the rule of law.

I have read and accept the terms above: _____ (volunteer) Date: _____

Parent or guardian if under 17: _____ Date: _____