

VOLUNTEER POLICY

Volunteers are unpaid workers giving their time and talents to assist the Nevada Public Library staff. Volunteers may work with short-term projects and programs or may give continuing service over an extended period of time. Volunteers may be required to complete a background check.

- New volunteers must complete an application form and participate in an interview with the director and/or designated volunteer coordinator.
- Placement or retention of a volunteer is at the discretion of the director.
- Volunteer work will be managed by the director and volunteer coordinator. The volunteer coordinator's responsibilities are recruitment, training, scheduling, evaluation, and appropriate recognition of all volunteers.
- Volunteers in the Youth Department may be recruited and managed by the children's librarian.

Working at the library:

- Volunteers will not replace paid staff positions.
- Attempts will be made to assign volunteers meaningful work that makes use of their talents, expertise, training, and interests. Volunteers will be given orientation and task descriptions for the jobs assigned.
- Volunteers will work under the supervision of paid library staff.
- Volunteers will follow the policies and procedures of the library.
- All library related business or program participant information overheard or entrusted to a volunteer is confidential.
- A work schedule is expected as an aid to the director and/or the volunteer coordinator as well as the volunteer.

REVIEWED/APPROVED BY LIBRARY BOARD OF TRUSTEES | NOVEMBER 2020