

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 if working directly with minors.

Volunteer Types and Programs

- Adult Volunteers: Individuals who are 18 years of age or older.
- Youth Volunteers: Youth 10yrs – 17yrs old.
- Regular Volunteers: Individuals who are assigned long term, ongoing tasks in which shifts are scheduled on a regular weekly, biweekly, or monthly basis.
- Ad Hoc Volunteers: Individuals or groups who volunteer for a single event or short-term basis without intention or consideration of long-term placement.
- Community Service Program: Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or NPL.
- Fee Alternative Program: This program is offered to library patrons who would like to volunteer in order to reduce their library fees.

Eligibility

Adults and students age 10 or older may participate in Volunteer Services programming, with the following exceptions:

- Groups of children younger than 10 years old who are completing a service-learning assignment through school or another organization. Adult supervision from the school or organization may be required.
- A child younger than 10 yrs old accompanied by their parent, grandparent, or guardian.

Application Process

- Volunteers will complete an application, located at the circulation desk and participate in an interview with the Assistant Library Director.
- Applicants under the age of 16 are required to have a parent or guardian sign the application.
- Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity they are participating in.

Volunteer Placement

All new Regular Volunteers at the Nevada Public Library will be assigned a task or activity according to their interests, skills, and NPL needs. Placement may be contingent on a valid driver's license and the results of a background check.

Ad Hoc Volunteer assignments will be limited to low-risk activities, as determined by the Volunteer Services Coordinator and leadership staff.

Supervision

- Placement or retention of a volunteer is at the discretion of the Assistant Library Director.
- Volunteer work will be managed by the Assistant Library Director. The Assistant Library Director'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 Youth Services Librarian.

Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The library staff reserves the right to dismiss a volunteer at any time.

Working at the library:

- Volunteers will not replace paid staff positions.
- 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 Assistant Library Director as well as the volunteer.
- Volunteers will be issued a name tag and need to wear the name tag while performing volunteer duties.
- Volunteers need to record their hours on the Volunteer Hours sheet each time they volunteer.

REVIEWED/APPROVED BY LIBRARY BOARD OF TRUSTEES | September 2025