



Volunteer Policy

Approved by Okefenokee Regional Library Board

November 2, 2009

November 7, 2016

A volunteer is someone who performs tasks for the library without wages, benefits or compensation (including travel expenses) of any kind.

- Volunteers donate their time and skills to assist paid library staff when and where their assistance contributes to the library's program of service.
- Volunteers will not be used to displace paid employees from their positions.
- Adult volunteers include anyone **18 and older**.
- Teen volunteers include anyone **14-17 years old**.
- Volunteers will receive specific on-the-job training to provide them with the knowledge and skills to necessary to perform their duties.
- Prior to being assigned to a volunteer position, all volunteers may be interviewed to ascertain their suitability for, interest in and ability to undertake the position.
- Volunteers will not be accepted if there is no suitable job match when skills, interests and schedule are considered.
- Volunteers will maintain a timesheet. To track volunteer hours for annual report purposes, supervisors will keep the timesheets on file.
- Volunteers may work at any branch shelving library materials and assisting with library programs as needed.
- Volunteers must adhere to the Volunteers' Code of Conduct and sign a copy of the Code of Conduct **BEFORE** they begin volunteering at the library.

Due to privacy laws regarding patron information, volunteers may not work behind the circulation desk or use the circulation computers.