

## **West Bonner Library District Volunteer Policy**

The West Bonner Library volunteer program is designed to expand and enhance public service to the community. Volunteers support the efforts of paid library staff to provide quality library collections, services, programs and can assist in informing the community about library projects.

Volunteers are expected to operate within the stated policies and procedures of the library. The number of volunteers accepted will be based on need and available supervisory time. Volunteer help will be accepted only with the consent of the library director or branch manager, with the exception of outreach and literacy volunteers, who will be accepted with the consent of the program coordinator. Minor children may only work as volunteers with the consent of a parent or legal guardian. Volunteers are recognized as representatives of the library and shall be treated as staff and shall be guided by the same behavioral codes as employees. Proper dress and conduct will be required. Library staff must be informed of absences or changes in schedule as soon as possible.

Volunteers who work on a regular basis at the library will fill out volunteer application forms, which will be kept on file at the library.

Expenses directly related to volunteer service may be deductible from state and federal income taxes; therefore volunteers may wish to keep an ongoing record of transportation and other relevant expenses.

Volunteer performance may be evaluated periodically by the library director or program coordinator.

The library director or program coordinator may dismiss a volunteer for improper conduct or failure to adhere to library rules. Volunteers are encouraged to bring any concerns, problems, comments or suggestions to the library director.

### **Outreach Program Volunteers**

Volunteers working in library outreach programs will be asked to complete a volunteer application and a State of Idaho background check. Outreach volunteers will be supervised by the program coordinator.