

## VOLUNTEER POLICY

### I. Purpose Statement

The following policy is designed to promote a degree of excellence in the library's volunteer program. The Eagle Mountain Library's volunteers are an important extension of the library's staff. Volunteers perform a variety of tasks that are vital to the institution.

### II. Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of Eagle Mountain Library and is not paid by Library or City funds.

### III. Utilization of Volunteers

In order to achieve the vision and mission of Eagle Mountain Library, we view the active participation of citizens as a valuable resource to the Library. After fulfilling Library procedures, the Library accepts and encourages the involvement of volunteers at most levels of the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

### IV. Guidelines for Volunteers

- A. Each volunteer is required to complete a volunteer application and pass a background check prior to performing volunteer work in the Library.
- B. Volunteers will wear a volunteer badge while working in the Library. Volunteers must be approved by Library staff prior to performance of assigned tasks.
- C. Volunteers will receive training from designated library staff.
- D. Special accommodations will be made upon request.
- E. Volunteers will show respect to patrons, other volunteers and staff.
- F. The Eagle Mountain Library reserves the right to terminate the services of the volunteer, if merited.
- G. Volunteers may be used to increase current library services.
- H. Volunteers may not be used to establish and maintain new library services.
- I. Volunteers will not be used to replace or reduce the number of paid staff.
- J. Volunteers will be covered with respect to liability insurance in relation to their duties at the Library.
- K. Volunteers are responsible for maintaining the confidentiality of ALL library information. Failure to maintain confidentiality will result in immediate termination.
- L. All personal information about the volunteer is for internal use only.
- M. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
- N. Eagle Mountain Library will not accept volunteers under the age of 14.
- O. Volunteers will not use the Library Integrated System (ILS).

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