



Meridian Library District

VOLUNTEER POLICY

PURPOSE

The Meridian Library District (MLD) volunteer program is designed to expand and enhance public service to the community in support of the library's mission. The Meridian Library District may utilize the helpful services of interested volunteers to supplement the work done by library staff but not replace employees or employee positions. Volunteer service aids MLD in making the best use of its fiscal resources.

COORDINATION

MLD's Human Resources Department oversees District-wide staff requests for volunteers, recruits and onboards volunteers, and coordinates volunteer placement in collaboration with management at each location. Volunteers serve under the daily direction of Branch staff at applicable locations.

VOLUNTEER DEFINITION

A volunteer is an individual who is 12 years of age or older, who contributes time, energy, and talents directly to the Meridian Library District without payment or the expectation of payment. Children under 12 years of age will need special approval from Human Resources or the Library Director to volunteer, and should volunteer with/alongside a parent or guardian. All volunteers act in accordance with the policies of MLD.

BECOMING A VOLUNTEER

Volunteers serve the library with approval from and at the complete discretion of the Human Resources Department and the Library Director.

a. Volunteer Application

MLD requires volunteers to fill out and submit a Volunteer Application for the purpose of volunteer screening and keeping records in accordance with library policies. Submitting a volunteer application does not guarantee volunteer placement.

b. Placement

Volunteers are invited to join the volunteer team based on their availability, skills, interests, and qualifications in relation to the needs of the library at any given time. Volunteer opportunities become available based on library needs and availability of staff to supervise. If selected, volunteers will be contacted for an interview and volunteer orientation, and may be subject to a background check.

c. Equal Opportunity

Volunteers are selected to serve the library without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, disability, marital status, or military status.

d. Parent/Guardian Consent

Volunteers under 18 years of age must obtain permission from their parent/legal guardian if they wish to volunteer in a formal volunteer role at the library.

e. Training and On-Boarding

MLD supports efforts to set volunteers up for success. Volunteers are required to review important information, procedures, and learning tools that may relate to their role and complete any training deemed necessary before beginning new volunteer tasks. Training sessions are subject to staffing availability to coach volunteers.

VOLUNTEER EXPECTATIONS

Volunteers are expected to promote and maintain a positive image of the library to the public.

a. Conduct

Volunteers shall follow all MLD policies, be attentive to their assigned tasks, practice personal safety at all times, and respect the library's technology, property, resources, and the privacy and confidentiality of patrons, staff, and volunteers. Volunteers should bring concerns or questions to the Human Resources Department or Branch Manager.

b. Attendance and Absences

MLD values and appreciates the time of each volunteer. Volunteers are expected to complete scheduled shifts, but if a volunteer is unable to serve a scheduled shift, the library must be notified with as much advance notice as possible. Failure to notify the library, or excessive absences, may cause reevaluation of the volunteer's service with MLD Library.

c. Timekeeping and Shifts

Volunteers will record volunteer hours by signing-in and out for shifts, and shall be responsible for tracking their volunteer service hours.

d. Harassment

Volunteers are required to read and review the library's Code of Conduct Policy. MLD prohibits verbal, visual, physical, and sexual harassment, including unwelcome conduct directed toward a person's gender, race, color, citizenship, age (40 and over), disability, religion, genetic information, sexual orientation, gender identity, national origin or military status that substantially interferes with a employee and volunteer work performance or creates an intimidating, hostile, or offensive work environment. Any volunteer who believes a form of harassment has occurred must report it immediately to the supervisor on duty, the Human Resources Department.

VOLUNTEER ROLES

a. Tasks

Volunteers assist with supplemental tasks only assigned to them by library staff. Volunteers may not perform essential functions of MLD employee's jobs. These may include: accessing library card account systems, assisting patrons with library card account questions, driving library-owned vehicles, making supplies purchases on behalf of the library, and performing volunteer tasks inside library buildings without library staff on the premises.

b. Library Materials

Volunteers, through their roles, are directly involved in providing access to library materials. As such, volunteers must closely review the Collection Development Policy, as they can expect to come into contact with a variety of materials in the library's collection. The library does not monitor or filter the types of library materials a volunteer may handle while performing volunteer duties.

CONCLUSION OF SERVICES

Nothing in this policy shall be deemed to create a contract between the volunteer and MLD. Both the volunteer and MLD have the right to terminate the volunteer's association with the library at any time, for any reasons or no reason, with or without cause.

Other Important Notes:

- Meridian Library District employees are not permitted to volunteer for MLD programs, events or general opportunities.
- General liability coverage is provided for volunteers operating within the scope of their assigned job duties.
- The volunteer program facilitates programs and initiatives to recognize volunteers for their service.