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**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. MLD may utilize the helpful services of interested volunteers to supplement the work done by library staff but not replace employees, employee positions, or the work conducted by staff. Volunteer service aids MLD in making the best use of its fiscal resources.

**COORDINATION**

MLD Department Managers oversee staff requests for volunteers, recruit and onboard volunteers, and coordinate volunteer placement in collaboration with supervisors at each location. Volunteers serve under the direction of assigned District 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 MLD without payment or the expectation of payment. Children under 12 years of age will need special approval from the Library Director to volunteer, and if approved, will need to volunteer with/alongside an accompanying parent or guardian. All volunteers must act in accordance with MLD's volunteer policies.

**BECOMING A VOLUNTEER**

Volunteers serve the library with approval from and at the complete discretion of the applicable Department Manager, and the Library Director.

MLD requires volunteers to fill out and submit a Volunteer Intake Form for the purpose of keeping appropriate volunteer records in accordance with library policies. Submitting a volunteer intake form does not guarantee volunteer 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.

**Equal Opportunity**

Volunteers are selected to serve the library without regard to race, color, age, religion, gender, national origin, disability, genetic information,, political affiliation, sexual orientation, gender identity, disability, marital status, military status, or other non-merit based factors.

**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.

**VOLUNTEER EXPECTATIONS**

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*Adopted by the Meridian Library Board of Trustees 06/11/2013*

*Reviewed and Board Approved 03/19/2025*

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

Volunteers shall follow all MLD policies, be attentive to 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 their applicable Department Manager.

### **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 District, or excessive absences, may cause reevaluation of the volunteer's service with MLD.

### **Timekeeping and Shifts**

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

### **Harassment**

Volunteers are required to read and review library policies and guidelines related standards of conduct. 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 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.

### **VOLUNTEER ROLES**

Volunteers assist with supplemental tasks only assigned 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 District-owned vehicles, making supplies purchases on behalf of the District, and performing volunteer tasks inside District buildings without District staff on the premises. 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 within the library collection. The District 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 District at any time, for any reasons or no reason, with or without cause.

### **Other Important Notes:**

- Volunteers serve at the discretion of the Library Director, or designee.
- 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 volunteer duties.
- The District facilitates programs and initiatives to recognize volunteers for their service.