



## Volunteer Policy

Reviewed and revised April 2015

The Library welcomes volunteers from the community in order to:

- Help the library further its goals and objectives.
- Strengthen the link with the community by developing a group of citizens who through their volunteer work, become knowledgeable about the library's services and needs
- Provide meaningful work experiences for college students and others needing to do community service, as suitable jobs are available.

Recruitment for volunteer positions, screening, placement, coordination, supervision will be the responsibility of the Library Director. Youth volunteers for the summer reading program will be managed by the Youth Services staff.

Volunteers will observe regular work rules including rules of library confidentiality while engage in work for the library.

The Library staff reserves the right to terminate a volunteer if the volunteer's performance does not meet the standards for the job in which they have been placed.

Volunteers will be used to augment basic services but will not be used to replace paid library staff positions.

### **Policy:**

- The Orange City Public Library will accept volunteers performing court-ordered community service, or for school requirements.
- Volunteers who are performing court-ordered community service must disclose the nature of their conviction to the Director or any other staff member of the library. The Orange City Public Library will not accept volunteers who have been convicted of violent crimes, crimes of a sexual nature, or crimes of dishonesty (burglary, theft, fraud).
- Also the Orange City Public Library reserves the right to decline any volunteer or to limit the number of hours a volunteer can work.
- All court-ordered and school service volunteers must sign the "Volunteer Policies and Procedures" prior to beginning assigned tasks.

- The Orange City Public Library may also set certain pre-conditions for a court-ordered volunteer to work, such as requiring an adult chaperone for a juvenile.
- The Orange City Public Library also reserves the right to dismiss a volunteer at any time during their scheduled time. Court-ordered volunteers are responsible for tracking their own hours.

### **Community Service Volunteer Waiver**

I release **Orange City Public Library, The City of Orange City** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. I further do hereby release and hold harmless **the Orange City Public Library** and agree to indemnify and hold harmless **The City of Orange City** from any and all liability, claims or causes of action that may arise from accidents, injuries or illnesses that may occur when I volunteer. I waive any right of action I have against **The City of Orange City** in consideration of my participation as a volunteer for the Library.

### **Confidentiality**

Access to confidential records is restricted to employees of the Orange City Public Library. All library related business or program participant information overheard or entrusted to a volunteer must stay confidential.

### **Photographic Waiver**

Volunteer does hereby grant and convey unto Library all rights, title, and interest in any and all photographic images and video or audio recordings made by Library during the Volunteer's Activities with Library, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.