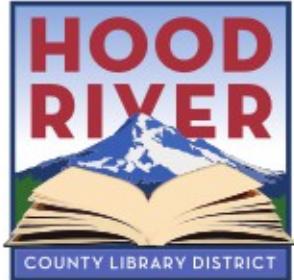


## Volunteer Policy



Hood River County Library District recognizes that volunteers are valuable. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteers aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers also can be valuable advocates for the District in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

District volunteers are coordinated by the Library Director or designee and must be at least 11 years of age. Each volunteer must complete the "Volunteer Application", which will be kept on file. Volunteers also may be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the District and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

Volunteers work with the status of "at will" employees, and the District has the right to terminate the volunteer's working association at any time, for any reason. Volunteers are covered by District's Property, Liability, and Workers' Compensation Insurance policies. Volunteers who work primarily in children's services will be subject to criminal background checks.

Volunteers are asked to record their hours of service using a designated form.

The District accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director or designee prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to volunteer for the District.

Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors, June 29, 2011  
Last revised, August 19, 2014

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