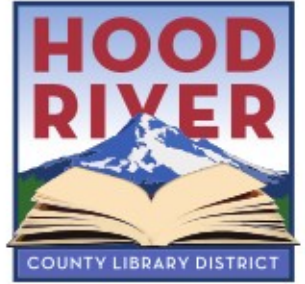


Volunteer Policy



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 13 years of age. Each volunteer must complete the "Volunteer Application", which will be kept on file. Hood River County Library District performs criminal background checks on applicants 18 years and older. Friends of the Library volunteers may be subject to background checks if their role requires time spent with the public. For volunteers under 18 years of age, a parent or guardian must provide signed consent before the youth can begin volunteering with the District. 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 the District's Volunteer Handbook and all other District policies and guidelines. Particular emphasis will be placed on those policies and guidelines that relate to patron privacy and confidentiality. Volunteers are recognized by the public and the District as representatives of the District; therefore, they will be guided by the same work and behavior policies as regular District employees. Volunteers will be provided with, and are expected to follow, the District's Employee Handbook provisions except for those provisions which specifically pertain to regular paid employees.

The District or the volunteer 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 are required to record their hours of service using a designated form and to wear a volunteer badge while volunteering for the library.

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.

Employees may not directly supervise family members who are volunteering. Members of the

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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 amended 8/20/24, 12/20/22