

## **VOLUNTEER POLICY**

The Berthoud Community Library District (BCLD) welcomes community volunteers and provides several ways in which their assistance is integral to running the library. Volunteers have been a vital part of the library's operation since its founding and remain a valued resource.

### **Adult Volunteers**

- The library utilizes its volunteers to enhance public service to the community. Volunteers work on a wide variety of routine library tasks and special projects.
- Volunteers are selected based on their qualifications and the needs of the Library at any given time. Persons interested in volunteering are required to fill out a volunteer application.
- Volunteers will be given a job description that outlines qualifications, duties, and training requirements. Volunteers are expected to take directions from the Office Director who is responsible for their work and volunteers may be removed by that supervisor. Identification badges are provided and should be worn by all volunteers.
- Work schedules and specific time commitments are arranged individually by each volunteer and the supervisor. Volunteers who cannot meet a scheduled work assignment should inform their supervisor in advance.
- Volunteers must follow the BCLD employment process in order to obtain paid employment should a position be open.
- If an adult volunteer will be working in the Youth Department, the library requires a background check.

### **Special Volunteer Initiatives**

**Court assigned community service.** BCLD accepts Berthoud area residents for court assigned community service based on the needs of the library at any given time. Applicants are screened by BCLD staff and assigned to various tasks based on their skills and library needs. Training, supervision, and scheduling follow the policies stated above.

**Teen Volunteers.** BCLD accepts youth volunteers aged 12 and up to help with the summer reading initiative, weekly events through the school year, and other projects. Younger volunteers will be accepted at the discretion of the Youth Services Librarian. Applicants are screened by the Youth Services Librarian. For more details, see separate Teen Volunteer Policy and application.

**What can volunteers expect from the Library?**

- An interview to ensure best placement
- A written job description
- Orientation and training
- Support and supervision
- Safe, healthy working conditions
- Respect for volunteer contributions
- Regard for volunteers as team members
- Recognition of service

**What can the library expect from volunteers?**

- Honesty about goals, skills, limitations and motivations
- Support of library policies and cooperation with staff
- Recognition of the library's need to screen, reassign, or remove volunteers as done with staff when necessary
- A flexible and open-minded attitude
- Maintaining confidentiality of any information about users – see Privacy Policy for details
- Notice of resignation

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