

## **Volunteer policy**

*Board approved 12.13.2010*



The Volunteer Program is to support the mission of the Nampa Public Library. Volunteers will supplement the work done by library staff, but not replace employees.

Volunteers will:

- Be required to submit an application form for volunteer work and may be required to submit personal references.
- Have a background check prior to work.
- Be 16 years of age or older, except Teen Volunteers used for Summer Reading may be 13 years old.
- Be interviewed by the Volunteer Coordinator with management staff reserving the right to recommend termination of service of any volunteer for unsatisfactory work.
- Be expected to act in accordance with all Library policies.
- Be expected to wear volunteer name tags.
- Be expected to work during hours when adequate supervision is available.
- Work a schedule as arranged individually with the Volunteer Coordinator.
- Work in assigned areas only.
- Be expected to notify the appropriate Volunteer Coordinator or Supervisor if they are unable to volunteer at the regular time.
- Be required to direct any customer questions or enquiries to Library staff.
- Be requested to supply personal details in case of accident or emergency.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Nampa Public Library. Both the volunteer and the Nampa Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.