



Volunteer Policy

Purpose

The Library welcomes volunteers from the community. The teamwork of staff and volunteers furthers library goals and objectives, strengthens the library's place in the community, and provides meaningful experiences and practical knowledge of library operations to those who volunteer.

Definition of a Library Volunteer

A library volunteer is an individual who assists library staff and who does so without expectation or receipt of compensation nor benefits for time or services.

General Provisions

- Recruitment for volunteer positions, screening, placement, coordination, and supervision is the responsibility of the Administrative Librarian or designee.
- Volunteers will be used to augment basic services but will not be used to replace paid library staff positions.
- The Library reserves the right to decline any volunteer or to limit the number of hours a volunteer can work.
- The Library reserves the right to terminate a volunteer at any time for any or no reason.
- Volunteers may be photographed or filmed while performing their assigned duties.
- Volunteers must be 10 years of age or older.
- All volunteers must read the Volunteer Policy and sign a Volunteer Liability Waiver prior to engaging in volunteer activities for the Library. For minors, a parent or legal guardian must also read the Volunteer Policy and sign the Volunteer Liability Waiver on the minor's behalf.

Confidentiality

Volunteers will observe regular work rules including rules of library confidentiality while engaged in work for the library. Access to confidential records is restricted to employees of the Orange City Public Library. All library business, operations, and customer information must remain confidential indefinitely.

Court Ordered or Community Service Volunteers:

- The Orange City Public Library accepts volunteers performing court-ordered community service, or for school requirements.
- Volunteers who require court-ordered community service must disclose the nature of their conviction to the Administrative Librarian. The Orange City Public Library will not accept individuals as volunteers who have been convicted of violent crimes, crimes of a sexual nature, or crimes of dishonesty (burglary, theft, fraud).
- 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.
- Court-ordered volunteers are responsible for tracking their own hours.

Volunteer Policy | History

Date	Action Taken
April 2015	Revised and Approved
April 21, 2021	Revised and Approved
March 15, 2022	Revised and Approved
March 24, 2026	Revised and Approved