

210 VOLUNTEERS

Confirms Davis County Library's compliance with Davis County volunteer policies and procedures and establishes the purpose, processes, programs, and qualifications for Library volunteers.

General

1. It is the policy of the Davis County Library to recruit, utilize, and track volunteers in accordance with applicable Davis County Policies and Procedures, as deemed necessary and advantageous to the operation of the Library.
2. Approval of volunteer service is based on the potential public benefit, its potential to expand the Library's public service opportunities and fulfill its mission, rather than the private benefit to any individual volunteer or group.
3. All volunteers, tasks, projects and programs in which they are to participate, will be approved by the Director.
 - a. The Director is responsible for administering procedures for the recruitment, selection, training and utilization of volunteers and for maintaining appropriate records on all volunteers and all projects and programs in which they participate.
 - b. As appropriate to the program or project in which the volunteer will participate, the Director may require more stringent selection procedures be followed, which may include formal interviews and reference and background checks.
4. When appropriate, the Director will seek the approval of the Board of Directors regarding plans and procedures for use of volunteers in major projects and programs.
5. To volunteer for the Library, individuals must meet the minimum qualifications, meet with a staff member, read, complete, and sign the following documents:
 - a. The Davis County Volunteer application form; volunteers under the age of 18 must have the application signed by a parent or legal guardian.
 - b. Davis County Code of Conduct - Volunteers
6. The following documents are integrated into the Library's volunteer program. They are reviewed and updated as necessary, and administered uniformly across all library locations.
 - a. Davis County Volunteer Application
 - b. Davis County Volunteer Code of Conduct
 - c. Davis County Library Volunteer Handbook
 - i. Volunteer Guidelines
 - ii. Volunteer Job Descriptions/Essential Functions

Minimum Qualifications

7. All Davis County Library volunteers must be able to perform assigned duties accurately with minimal supervision and training from staff.

- a. Abilities, knowledge and skills must be consistent with tasks available to be performed; staff may require an individual to demonstrate abilities, knowledge or skills before assigning to him or her a specific available task.
 - b. Those unable to meet this requirement may be accepted as a volunteer if he or she is accompanied while volunteering by a parent or job coach.
8. Volunteers are held to performance standards and dress guidelines.
 9. Volunteer work is overseen by a staff member to assure that their time is productive and that their work is consistent with Library guidelines and expectations.
 10. Individuals must be 14 years or older to volunteer for the Library.
 - a. Volunteers under the age of 16 are limited to the number of hours they may volunteer as per these guidelines:
 - i. Up to 3 hours per day on school days for a maximum of 18 hours a school week.
 - ii. No more than 8 hours a day on non-school days; and, no more than 40 hours a week in non-school weeks.
 - iii. Volunteers under the age of 16, volunteering as part of a group project, must be supervised by a qualified and responsible non-staff adult.

Library Volunteer Program

11. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. Volunteers at the library are used in two primary capacities:
 - a. General Volunteers - these volunteers perform a miscellany of minor tasks that require minimal training and supervision.
 - b. Special Projects - these volunteers do more specific tasks that require additional training. These include but are not limited to; working at events and programs, performing storytime or leading a discussion group.
12. Volunteers come to the library through a variety of sources and the library gains greatly from the services provided by these individuals. The approved sources of volunteers are:
 - a. Citizens who wish to provide service to the library and better the community in which they live.
 - b. Students who need volunteer hours to help with grades or citizenship.
 - c. High school students who wish to enhance their college entry or financial aid applications.
 - d. Those involved in a work-training program, offered through school or social services, who may perform their work under the direction of a job coach.
 - e. Seniors looking for a way to stay involved in their community and share their skills or talents.

13. The following are not approved as sources of volunteers.
 - a. In accordance with Davis County Policy, the library does not allow volunteers who have been ordered by a court to complete community service hours as part of their sentence, probation or obligation to the Court.
14. The Library retains the option to accept volunteers based on the availability of tasks at library locations. This may include, but is not limited to: the quantity, length of time requested, or hours of service needed by the volunteer. If limited tasks are available, the library may choose to accommodate only a portion of needed service hours.

Davis County Library Volunteer Procedures

15. Volunteers for the Davis County Library will be managed in accordance with procedures established by Davis County and the Library Director, and will include the following processes for:
 - a. Distributing and approving volunteer job descriptions, application, and approval.
 - b. Onboarding volunteers including required reading and signatures, with particular consideration given to
 - i. County and/or Library volunteer requirements and code(s) of conduct.
 - ii. County and Library volunteer guidelines.
 - c. Conforming to the dress standards established for Library staff.
 - d. Addressing volunteer performance and removing a volunteer from service.
16. Before submitting paperwork all volunteer applicants will read and agree to adhere to all volunteer guidelines. Volunteer applicants will be notified if and when the application is approved.

Approved by the Davis County Library Board February 25, 1992; revised May 29, 1997; revised September 17, 2002; revised July 27, 2004; revised January 19, 2010; revised February 16, 2010; revised May 12, 2022