

# Volunteer Policy

The Baker County Library District (BCLD) recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers can also be valuable advocates for the Library 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.

Baker County Library District volunteers are coordinated by the Library Director, or designee, and must be at least 12 years of age. Each volunteer must complete the "Volunteer Application" form, which will be kept on file. Forms are available at the public service desks at all locations and from the library website. BCLD 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 vulnerable members of the public, or with confidential information. 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 may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

~~Baker County Library District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.~~

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 which pertain to regular paid employees.

~~Volunteers work with the status of "at will" employees and the Baker County Library District~~ or the volunteer has the right to terminate the volunteer's working association ~~with the District~~ at

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any time, for any reason. Volunteers ~~working in the library~~ are covered by ~~Baker County Library~~the District's Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are ~~asked~~required to record their hours of service using a designated form, and are asked to wear a volunteer badge while performing their duties.

The Library ~~accepts~~may accept 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.

~~Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours for the District.~~ Members of the 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: April 8 2013  
~~Revised~~Last amended: Aug 12 2025, ~~March~~ 10 2014