

# 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.

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.

Baker County Library District or the volunteer has the right to terminate the volunteer's working association at any time, for any reason. Volunteers are covered by the District's Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are 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 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.

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: Apr 8 2013

Last amended: Aug 12 2025, Mar 10 2014