

VOLUNTEER POLICY

Revised 9/2025



Greenwood Public Library supports the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the Library by the public

A "volunteer" is anyone who chooses to perform services for the Library without compensation or expectation of compensation and who performs volunteer services at the direction of the Library staff. A volunteer is not an employee of the Library.

The volunteer program serves the needs throughout all Library departments and services.

Individuals interested in volunteering at the Library must fill out an application. Candidates will be accepted based on the Library's project and programming needs matched with a candidate's qualifications to meet those requirements as determined during the selection process. Individuals participating in the adult volunteer program must re-apply each year. The Library may not accept every volunteer application.

Each volunteer has a supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

A volunteer must be at least in the second half of his or her 6th grade school year to donate service to the Library. Those under the age of 18 must have permission from a parent or guardian to perform volunteer services and such volunteer services shall comply with applicable law.

Volunteers 18 and older working one-on-one with children must agree to submit to a criminal history check prior to beginning service. Adult volunteers assisting at large programs with library staff will not need a background check. The nature of the offense and its relevance to the particular volunteer assignment will be considered on a case-by-case basis in determining whether to allow the person to become a volunteer. Background investigations shall not be conducted for the sole purpose of excluding persons with a criminal history or criminal record from Library volunteer work.



Approved by GPL Board of Trustees

9/9/2025

Date