



## WASHINGTON PARISH LIBRARY Volunteer Policy

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The Washington Parish Library relies on volunteers for a wide variety of tasks to help us better serve the community. We encourage the attitude of service and dedication that volunteerism represents and hope that this policy makes volunteering a positive experience for all. While our Volunteer Program usually caters to teenagers, giving them an opportunity to gain experience and learn how to navigate the workplace, the Library does accept adult volunteers under the right circumstances. Volunteer hours per week vary, depending on the needs of the branch and your available time.

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- Individual branch managers can take, review and accept/deny any volunteer application that is **not** Court-Ordered Community Service. Administration encourages branch managers to interview volunteer applicants to determine if they are a good fit for the needs of the branch. This has the added benefit of providing real world experience to teens who wish to volunteer.
- All requests for Court-Ordered Community Service shall be referred to Library Administration for proper consideration.
- Service as a library volunteer does not constitute a contract of employment – either expressed or implied – between the volunteer and the library. No other benefits beyond those intrinsic in community service should be construed as devolving to library volunteers as a condition of their service.
- Library volunteers are not guaranteed certain hours or certain tasks for their library service and serve at the sole discretion of the branch manager and/or library administration.
- A typical library volunteer shift may involve bending, lifting objects (up to 25 pounds), utilizing a rolling cart, cutting out crafts, and generally being on your feet for the entirety of the volunteer shift (typically two hours).
- Because of the public trust involved in maintaining patron records, volunteers shall not have access to Polaris.

## **Teen Volunteers**

Teens seeking volunteer experience, either for student organizations or for their own satisfaction, shall meet the following guidelines.

- Must be at least 14 years of age.
- Must obtain the permission of their parent(s) or guardian(s) via signature on their application.
- May be required to get permission from the Washington Parish School Board before volunteering.

## **Court-Ordered Community Service**

Those seeking to complete Court-Ordered Community Service through the Library:

- Must be Washington Parish residents.
- May not have a history of sexual crimes, theft, or assault/violent crime.
- May not be completing service for a felony.
- Must divulge their offense in an interview with Library Administration.
- Will have the nature of their offense verified before being accepted as a volunteer.
- May be required to undergo a local background check before being accepted as a volunteer.

### **Please Note:**

The Washington Parish Library is under no obligation to accept volunteers who need to complete Court-Ordered Community Service, even if their situation and the nature of their offense fits within the Library's generally accepted parameters.