

CARVER COUNTY LIBRARY  
BOARD POLICY

Section: LB28

Page 1 of 1

VOLUNTEER SERVICES

Date Approved: 07/10/18

Previous Policy: 06/09/2015

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Volunteers assist, enhance and support the work of the Carver County Library System.

Volunteers are considered unpaid staff, under the direction and supervision of paid staff, and do not replace paid staff positions. Volunteers assist paid staff in job tasks, provide additional skills and perform supplemental services that may not otherwise be provided. In their roles, volunteers are covered by the same liability policy as paid staff.

The Carver County Library Board supports and values the contributions of each volunteer and volunteer task. The Board supports the process of volunteer management including:

- Assessing the need for volunteer staff as a practical resource for the Library in reaching its goals
- Persons seeking volunteer assignment to meet requirement set by outside agencies for performance of community service will be accepted if there is a suitable match
- Advocating for public support of Library volunteer services
- Implementing Library policies for the volunteer program
- Supporting volunteer program management principles:
  - Program planning and development
  - Promotion of Library services
  - Development of written job tasks and expectations
  - Marketing and recruitment of qualified volunteer applicants
  - Professional interviewing and screening of volunteers
  - Orientation, appropriate training, role assignment and confidentiality policy
  - Supervision and evaluation of volunteers
  - Maintenance of volunteer personnel records
  - Recognition of volunteer and paid staff efforts
  - Program evaluation
  - Ongoing assessment of needs

Volunteers must be at least twelve years old. Persons under the age of eighteen must have parental permission. The youth volunteer program is considered a youth development program with an emphasis on the experience for the youth and not just completing library tasks.