

# Niobrara County Library Volunteer Policy

## 1. Definition

A **volunteer** shall be considered as any individual, 16 years or older, who assists with work done in the Niobrara County Library, without remuneration. Exceptions to the age requirement may be made by the Director.

## 2. Statement of purpose

The Niobrara County Library will use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for library services and programs.
2. Serve as a method for encouraging citizens to become familiar with their library and the services offered.
3. Staff or support fundraising activities.

## Selection of volunteers

Prior to engaging in any volunteer activity, each volunteer will be required to submit a *Volunteer Application* form for volunteer work, and visit with a supervisory staff member. Upon approval by the Library Director, the volunteer may be scheduled for training and work assignments.

Volunteers are selected based on their qualifications in relation to the needs of the library and based on their ability to commit to a consistent schedule.

## 3. General provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Niobrara County Library. Both the volunteer and the Niobrara County Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The Niobrara County Library will not provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Volunteers should not supplant or replace established staff positions. In many cases, use of volunteers is temporary pending the Library's ability to employ staff.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include shelving books, storytelling, helping to prepare for programs, assisting with special events, and fundraising.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the worksite in time to begin as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made. When working with the public, volunteers will be in the presence of either paid staff or another volunteer.

Library volunteers may have work-related expenses which are to be paid for or reimbursed by the library. Procedures related to such expenses will be made known to volunteers before they begin library service.

Recognition and appreciation of all voluntary assistance is imperative. The Library staff and Library Board will find ways of recognizing volunteers.

#### 4. Supervision of volunteers

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

A written job description will be provided for each volunteer position.

All volunteers are expected to act in accordance with library policies.

#### 5. Leaving volunteer service

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated.

Volunteers who temporarily provide basic library services may be replaced by paid staff.

#### 6. Employment of volunteers

Volunteers should follow the Niobrara County Library process in order to obtain paid employment in the library.

### **Document Review Dates**

<b>Policy Name:</b>	<b>Volunteer Policy</b>
Original Date:	January 8, 2018
Revision Date:	
Next Operational Review Date:	2026
Reviewed and Approved By:	County Librarian and Board of Trustees 05/12/2023

# Niobrara County Library Volunteer Application

\* All spaces on this application must be completed, and it must be signed and dated.\*

## Volunteer Information

Name: (Last) (First) (Middle) Social Security Number:

Street Address: City, State, and Zip Code:

Phone Numbers: (Home) (Work) Driver's License Number:

## Volunteer Area of Interest

What would you like to volunteer for?

List below any interests and skills which may relate to your area of volunteer interest:

## Background

How long have you lived in Wyoming? \_\_\_\_\_ (years) \_\_\_\_\_ (months)  
If less than one year, please provide your previous address and how long you lived there:

Address: \_\_\_\_\_ How long? \_\_\_\_\_

Have you ever been charged with a crime that resulted in a plea of guilty, no contest, deferred judgment, deferred prosecution or conviction of any law violation (except minor traffic violations)?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, list for each conviction the following:

Date of Offense	Charge	Jurisdiction	Court Name	Disposition

Have you ever been involved in an incident involving child/elder abuse or child/elder neglect?  
\_\_\_\_\_ YES \_\_\_\_\_ NO If yes, please explain below:

## Work Experience

Name of Organization: Address:

Dates of Employment: Supervisor's Name: Phone Number:

Duties:

Name of Organization:

Address:

Dates of Employment:

Supervisor's Name;

Phone Number:

Duties:

**References**

1). Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Duties: \_\_\_\_\_

2). Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Duties: \_\_\_\_\_

**Emergency Contact Information**

1). Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Signature, Certification, Release of Information, and Release of Liability**

I certify that the information in this application is true and complete. I understand that false statements, misrepresentations or omissions of information in this application may result in rejection of this application. The Niobrara County Library is expressly authorized to investigate all statements contained in this application. I consent to the release of information about my ability and fitness for volunteer assignment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators and authorized employees of the Niobrara County Library.

BY SIGNING BELOW, I AGREE THAT I UNDERSTAND AND CONSENT TO THE ABOVE STATEMENT:

X  
Volunteer Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
If volunteer applicant is under 18, Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**NIOBRARA COUNTY LIBRARY  
VOLUNTEER AGREEMENT**

Having been selected to become a volunteer for the Niobrara County Library, I agree to comply with all of its policies, rules, and regulations. I fully understand and agree to provide my services to the library as a volunteer in a voluntary capacity and that I will receive no compensation or benefits for services provided.

I understand that I am NOT insured by Worker's Compensation Insurance and NOT covered by an Accident Medical Insurance Policy while I am a volunteer. I authorize that all necessary first aid steps may be taken as prescribed by qualified personnel.

I hereby release the Niobrara County Library, its officers, employees and agents from any and all claims, damages, cost or expense including attorney fees, and liability, including any claims of personal injury and property damage arising from my participation in the Volunteer Program. I grant full permission to use any photographs, videotapes, recording or any other record of this program for any purpose.

BY SIGNING BELOW, I AGREE THAT I UNDERSTAND AND CONSENT TO THE ABOVE STATEMENT:

X \_\_\_\_\_  
Volunteer's Signature Date

\_\_\_\_\_  
If volunteer is under 18, Signature of Parent/Guardian Date

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_