

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

Policy Name:	Volunteer Policy
Original Date:	January 8, 2018
Revision Date:	
Next Operational Review Date:	2029
Reviewed and Approved By:	County Librarian and Board of Trustees 07/13/2026