

## **Volunteer policy**

*Approved by the Board of Trustees 11.10.2014*

*Revised 11.10.2020*

The Volunteer Program is to support the mission of the Nampa Public Library. Volunteers will supplement the work done by library staff, but not replace employees.

### Volunteers will:

- Be required to apply for volunteer work and may be required to submit personal references.
- Be interviewed by library staff.
- Be expected to act in accordance with all Library policies.
- Be expected to wear a volunteer name badge.
- Be expected to work during hours when adequate supervision is available.
- Work a schedule as arranged individually with the appropriate manager.
- Work in assigned areas only.
- Be expected to notify the appropriate manager if they are unable to volunteer at their regular time.
- Be required to direct any customer questions or enquiries to Library staff.

### Conditions of Volunteer Service:

- Be thirteen (13) years of age or older.
- Have a background check prior to work.
- Library staff reserves the right to recommend termination of service of any volunteer.
- Volunteers working in the library are covered by the City of Nampa Worker's Compensation Insurance.
- Parents or guardians of teen (under eighteen (18)) volunteers must sign a consent form for their children to perform service hours at the library.

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