

NAMPA PUBLIC LIBRARY  
**VOLUNTEER POLICY**

*Approved by the Board of Trustees 11.10.2014  
Revised 02.13.2024 (2<sup>nd</sup> Revision)*

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The Volunteer Program is in place to support and enhance the mission of the Nampa Public Library.

Volunteers will supplement the work done by library staff, but not replace employees.

**Volunteers will:**

- Apply for volunteer work and may be required to submit personal references.
- Be interviewed by library staff.
- Act in accordance with all Library policies.
- Wear a volunteer name badge while volunteering.
- Work during hours when supervision is available.
- Not be permitted to work in areas of the library where no staff is present.
- Not be permitted to work on library staff computers.
- Work a schedule as arranged individually with the appropriate manager.
- Notify the appropriate manager if they are unable to volunteer at their regular time.
- Direct any library-related patron questions or enquiries to Library staff.

**Conditions of Volunteer Service:**

- Must be thirteen (13) years of age or older.
- At least two staff members must be present when volunteers under eighteen (18) years of age are volunteering at the library.
- Volunteers eighteen (18) and older will 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 volunteers under the age of eighteen (18) must sign a consent form for their child(ren) 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.