



VOLUNTEER POLICY

STATEMENT OF PURPOSE

Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens the library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve satisfaction and advocate for quality library service.

DEFINITION OF VOLUNTEER

A volunteer shall be considered as any individual entering 9th grade or older, who assists with work done at the Anchorage Public Library, without remuneration. Anchorage Public Library currently has three volunteer programs.

VolunTeens is the juvenile volunteer program. Volunteers may join the program when they enter 9th grade, and may stay until they graduate high school.

APL Volunteers are aged 18 and up.

Court Ordered Community Service - Anchorage Public Library will accept volunteers who need to perform community service for a court or court ordered diversion program, contingent upon the nature of the additional workload that may be imposed on the Volunteer Coordinator in verifying the volunteer's service with the external organization.

Anchorage Public Library reserves the right not to accept a community service volunteer whose service is required by a court, court diversion program, or similar entity, depending upon the details of the potential volunteer's case.

Volunteers will be accepted based on the library's needs and the individual's qualifications as determined during the selection process.

The library is not obligated to provide volunteer opportunities. APL does not discriminate in hiring or in approving volunteers with regard to any legally protected characteristic.

APL does not provide any medical, health, accident, or worker's compensation benefits for any volunteer.

The library assumes no liability for personal items that are lost, damaged or stolen. It is advisable not to bring valuables to the library.

BECOMING A VOLUNTEER

Individuals interested in volunteering at an APL library must:

- Fill out an application
- Complete an interview with the Volunteer Coordinator

- Any APL volunteer, aged 18 and up, who works directly with the public and plans to work in a long-term volunteer position as defined by more than fifty hours in a twelve month period, will need to complete a name based background check through the AK Dept. of Public Safety. Anchorage Public Library will reimburse those costs associated with the background check.

Once accepted as a volunteer, they will also need to:

- Fill out a Volunteer Agreement Form
- Attend orientation

Volunteers will be provided with an orientation to the library and training for the work to be done. Each volunteer has an on-site supervisor who is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and being available for assistance during the volunteer's work time.

The Volunteer Coordinator is responsible for coordinating the program. Potential volunteers will be interviewed and provided a brief orientation about the library and Volunteer Program. When a volunteer has been assigned to a particular area, his or her training becomes the responsibility of that department's supervisor. Volunteers may perform varied duties as specified in individual job descriptions developed by library supervisors.

VOLUNTEER EXPECTATIONS

Volunteers must be able to follow verbal or written instruction and must be willing to perform all work as assigned by staff.

Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and procedures regarding work schedules, attendance, conduct, performance, safety procedures, and proper attire.

Volunteers must wear a Volunteer badge at all times while on duty.

Volunteers may be released from their duties at any time at the discretion of the library.

VOLUNTEERS FROM OUTSIDE ORGANIZATIONS

Anchorage Public Library appreciates the support of other institutions in the community and encourages external organizations to consider bringing groups of volunteers to volunteer at the library. Groups from outside organizations must be accompanied and supervised by a responsible adult. The person in charge of the group must sign an organizational Volunteer Agreement.

RESTRICTIONS ON USE OF VOLUNTEERS

Volunteers shall not replace appropriately trained and paid staff, nor shall they be used to compensate for inadequate staffing patterns, failure to fill vacant posts, or cutbacks in library funding.

Volunteers may not hold a position wherein they are required to be at the library at a set date and time and their unexpected absence would adversely affect the library's regular operations. Volunteers may not perform duties that constitute a significant portion (at least 50%) of a paid staff member's job description. Volunteers may not perform activities which reveal confidential patron information or which use the Integrated Library System.

Recommended for approval: Mary Jo Torgeson, Library Director, August 26, 2019

Approved by: Library Advisory Board, September 18, 2019