

## **Kent County Public Library**

### **Volunteer Policy**

**Policy:** Kent County Public Library welcomes qualified and vetted volunteers to assist library staff with a variety of library tasks and special projects.

Volunteers are utilized to improve KCPL's services in the following specific ways:

- 1) Expand support for routine tasks and special library projects;
- 2) Enhance the level and quality of library services; and
- 3) Provide supplemental expertise to support library staff.

In accordance with the federal Fair Labor Standards Act, volunteers will serve only on a part-time basis and may not displace regular employed workers or be given sole responsibility for work that would otherwise be performed by regular employees. While they may assist with tasks that employees perform, it is understood that the library employees are ultimately responsible for the completion of the tasks when volunteers are not available to assist.

An individual who is interested in becoming a library volunteer must complete a volunteer application and agree to a background check. Volunteers must be at least 14-years-old. Those who are under the age of 18 must have parental/guardian permission to volunteer. Qualified volunteer applicants will be invited to meet with library staff for an interview and/or pre-orientation session. KCPL does not guarantee a position for each prospective volunteer and reserves the right to reject any application without cause. Those invited to become library volunteers must complete the volunteer orientation process before beginning volunteer work to ensure understanding of the role of a library volunteer and to gain familiarity with library policies and safety procedures.

Volunteer placement at KCPL is based on the:

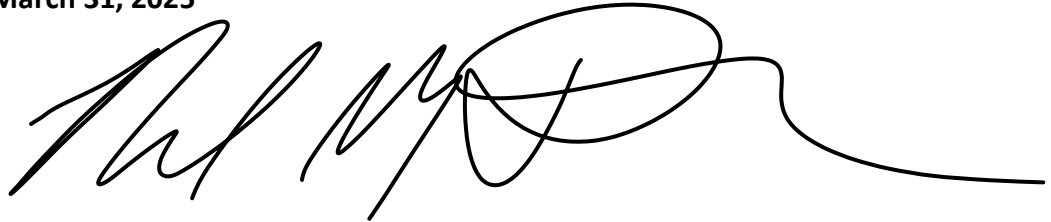
- 1) qualifications of volunteer applicants
- 2) needs of KCPL at any given time
- 3) volunteer's ability to commit to a consistent schedule of hours (if required)
- 4) availability of staff to train and supervise volunteers

Each KCPL location has different needs and considerations related to volunteers, which can result in variability of volunteer openings and tasks between KCPL's locations.

Volunteers must comply with all KCPL policies, follow all organizational safety protocols, and meet expectations as described in the Volunteer Handbook and other procedural documentation.

**Date:** March 31, 2025

**Signature:**

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal tail stroke extending to the right.

**Definition:** “Volunteer” – an individual who assists staff at Kent County Public Library without promise, expectation or receipt of compensation for services rendered.