

VOLUNTEERS

Roseburg Public Library recognizes and appreciates the efforts and unique talents the volunteers of the community offer to the library. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.

Individual volunteers must be at least 18 years old. Supervisors of school classes, clubs, or organizations whose students wish to volunteer are invited to discuss opportunities with the Library Director.

All transactions between library users and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any information about materials a patron has looked at, asked for, requested, or checked out. Volunteers are expected to conduct themselves in the same manner as library staff and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

Prospective volunteers are required to fill out an application form and will be interviewed by a library staff member. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests or qualifications. A background check will be performed on applicants before they are approved to volunteer.

Volunteers may be utilized to perform certain library duties under the following guidelines:

- Volunteers will work under the supervision of a regular staff member and are subject to the policies and regulations of the library.
- Expenses incurred by volunteers in the course of performing authorized volunteer activities will be reimbursed only when consistent with policies of the library and with approval of the Director.
- Work performed by volunteers is without compensation or benefits by the library and at the risk of the volunteer.
- Although volunteering allows individuals to provide support and assistance to Roseburg Public Library, volunteering for the organization does not imply potential employment with the library.