

Newtown Public Library

Volunteer Policy

Adopted 07/19/2022 by the Newtown Public Library Board of Trustees

The Newtown Public Library shall use the services of volunteers to supplement the efforts of paid staff in meeting demands for quality public service. They are not to replace the work done by the library staff. Volunteers are expected to act in accordance with the library policies and to reflect positive customer service attitudes to all library staff and patrons.

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy, or talents, directly or on behalf of the Newtown Public Library and receives no remuneration for such efforts.

Volunteers shall be recruited for specific open volunteer positions without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

- Volunteers must complete the Volunteer Application Form.
- Volunteers must be at least 14 years old and have their own transportation arrangements to and from the library.
- Volunteers between the ages of 14-17 must complete the application form and have signed parental consent on that application to volunteer at the library and library-sponsored events. They cannot work more than four (4) hours per day and must work under the direct supervision of staff members.
- Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.
- Volunteers are scheduled for specific times based on the needs of the library. If a volunteer is unable to keep their scheduled shift, they must call the library in advance so that alternate arrangements can be made. If a volunteer is consistently absent without notifying the library, the library reserves the right to assign another volunteer those service hours.
- Due to the confidentiality of patron records that the library must uphold, volunteers may not use staff computers for any reason.
- Volunteers are not permitted to be behind the library's circulation desk.
- Volunteers are not permitted to accept any monies from patrons. Only library staff may accept monies.
- All adult volunteers (18+) must complete the following clearances at their own expense before starting as a volunteer:
 - Pennsylvania Child Abuse History Clearance
 - Pennsylvania State Police Criminal History Clearance
 - Federal Bureau of Investigations (FBI) Criminal History Clearance – Please note that if the volunteer has lived in Pennsylvania for the past 10 years, this clearance is waived.

- All adult volunteers (18+) are required to obtain clearances every 60 months (5 years). The Library Director will keep track of clearances and notify volunteers at the beginning of each calendar year if they will be required to renew any clearances for the upcoming year.
- The library reserves the right to dismiss a volunteer at any time, for any reason.

Court Ordered Community Service Requests:

Requests by offenders needing to perform court-ordered community service must be submitted in writing for approval by the Library Director. The request must include: the reason for the court-ordered community service, the number of hours needed, and any deadline by which the hours of service must be completed. The Library Director will contact the individual to schedule the hours based upon the library's need. The library **will not** accept individuals who have been charged with a felony including but not limited to the following:

- Theft of any kind, including larceny, embezzlement, shoplifting, etc.
- Violence of any kind
- Illegal drug charges of any kind
- Sexual charges of any nature including indecent exposure, etc.
- Harassment
- Fraud
- Any crimes against children

Once the Director has approved the request:

- Hours must be scheduled according to the library staff availability.
- Community Service volunteers must always be supervised.
- Community Service volunteers must call 24 hours in advance to reschedule their hours. Those who do not show up and do not call-in advance will not be able to complete their service at the library.
- The Library Director reserves the right to cancel the community service agreement at any time at their discretion.