

Cumberland County Library System

Library Volunteers

(Creation & revision: 8/15/2005; 6/15/2009; 12/14/2009; 6/20/2011; 2/27/2012; 4/20/2015; 8/17/2015; 2/12/2024)

Purpose

Library volunteers support and enhance the work of Cumberland County Library System staff and its member library system staff, enriching the Library System's programs and services. Volunteers also aid the Library System and its member libraries in making the best use of its fiscal resources and in contributing to sound working relationships with other community groups and organizations.

The purpose of the Cumberland County Library System's Library Volunteer Policy is to protect the rights and safety of library customers, staff and volunteers as well as to preserve and protect the materials, facilities and property of the library system and its member libraries.

Definition

For the purpose of this policy, a library volunteer is defined as an individual who assists with work done at the Cumberland County Library System or its member libraries, without promise, expectation or receipt of compensation for services rendered. Member libraries may approve their own policies on if, how, and when volunteers receive reimbursement or other benefits. Systemwide, active and regular volunteers are generally offered fine-free status in accordance with the Exemption from Fees policy.

Adult shall mean an individual 18 years of age and older (23 Pa. C.S. §6303 (a)).

Direct contact by volunteers with children shall mean the care, supervision, guidance or control of children, and routine interaction with children (23 Pa. C.S. §6303 (a)).

Employees as Volunteers

1. The Cumberland County Library System and its member libraries will comply with the Department of Labor's Fair Labor Standards Act and regulations (specifically sections 29 CFR 553.101 through 553.106), to determine if an employee may volunteer using the criteria outlined in the law. In compliance with these criteria, a different member library shall be considered a different public agency, such that an employee of one member library may volunteer at another member library and perform the same services for which they are employed.

Volunteer Requirements

1. All Library Volunteer applicants must complete a volunteer application form at the library location where they wish to volunteer.

2. Applicants are interviewed for possible placement by the system headquarters or member library staff.
3. Volunteers age 17 and under must have written permission from a parent or guardian.
4. Volunteers must agree to abide by the Library System's *Confidentiality of Library Records Policy*, as well as other Library System rules and policies.

Clearances

1. All volunteers shall be screened prior to placement via National Sex Offender Public Website (<http://www.nsopw.gov/>). Volunteer applicants listed on the registry will not be accepted into the volunteer program.
2. An adult responsible for the welfare of a child or who has direct contact as a volunteer with a child needs clearances as defined by the law before commencement of volunteer work or activities. (23 Pa. C.S. §6344.2).
3. If any background check report states that the prospective or current library volunteer is the perpetrator of an Enumerated Offense by the law the individual shall not be placed.
4. Court-ordered volunteers whose offense is not disqualifying are accepted at the sole discretion of member libraries and/or the system headquarters. Court ordered volunteers will not be placed in positions where they work with children, visit the homes of library customers, or work in an unsupervised capacity. Court-ordered volunteers are subject to all other requirements of the Library Volunteers policy.
5. Copies of all clearances and mandated reporter certificates will be stored in a secure location within the Library system or member library.
6. Volunteers may provide clearances obtained for other volunteer or employment purposes as long as the clearance was issued within the past 60 months.

Renewal of Clearances

All required clearances must be renewed every 60 months.

Volunteers as Mandated Reporters of Child Abuse

1. Individuals in direct contact with children as a volunteer shall abide by the Child Abuse Affirmative Action Policy.

Volunteer Position Descriptions

1. The Library provides the volunteer with a written volunteer position description that outlines the activities, physical demands and any technical expertise that are needed in order to fulfill the requirements of the position. Recognizing that

volunteer duties are often assigned with the individual's unique skills and limitations in mind, it is within the library manager's discretion to revise the written requirements of the position upon interviewing the volunteer candidate. A copy of the revised position description is given to the volunteer upon placement in the library.

Work Assignments & Supervision

1. A Library Volunteer's work should be scheduled at least a day in advance with their supervisor. Volunteers shall make every effort to contact their supervisor before their assigned shift if they will be absent or tardy.
2. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
3. Library Volunteers will have a trial period of one month to determine if the position is suitable for both the Library's needs and the volunteer's skills or interests.
4. Library Volunteers should notify their supervisor as soon as possible if they are planning to resign from their position.
5. Volunteers must agree to abide by the Library System's *Confidentiality of Library Records Policy*, as well as other Library System rules and policies.
6. Volunteers may be dismissed from duties at any time without cause.

Volunteer Benefits

1. Active volunteers (those who volunteer at least once a month) are generally granted fine-free status. If a volunteer abuses these privileges, the volunteer may be subject to fines, billed for lost or damaged materials, referred to a collection agency and the individual's status as a volunteer may be terminated by the library.

Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library System