

Library Volunteers

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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, except for reimbursement of expenses, reasonable benefits, and nominal fees, or a combination thereof and is supervised by library staff.

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)).

Volunteer Screening and Placement

1. The Library System and its member libraries welcome volunteer applicants.
2. Volunteers are placed in positions best suited to their skills, interests and availability. The Library System and its member libraries are not able to guarantee a position for each prospective volunteer and have the right to reject any application without cause. Volunteer placement is based on the:
 - a. Qualifications of volunteer applicants;
 - b. Needs of the Library System at any given time;
 - c. Volunteer's ability to commit to a consistent schedule of hours; and
 - d. Availability of staff time to supervise volunteers.

Screening of Employees as Volunteers

1. In order to comply with the Department of Labor's Fair Labor Standards Act and regulations (specifically sections 29 CFR 553.101 through 553.106), the Cumberland County Library System and its member libraries use the following criteria to

determine if an employee may volunteer. An employee may be considered for a volunteer position if:

- a. The services are entirely voluntary, with no coercion by the employer, no promise of advancement, and no penalty for not volunteering.
- b. The activities are predominately for the employee's own benefit.
- c. The employee does not replace another employee or impair the employment opportunities of others by performing work that would otherwise be performed by regular employees.
- d. The employee serves without promise, expectation or receipt of compensation for services rendered, except for reimbursement of expenses, reasonable benefits or a nominal fee to perform such services.
- e. The activity does not take place during the employee's regular working hours or scheduled overtime hours.
- f. The volunteer time is insubstantial in relation to the employee's regular hours.
- g. The employee is not otherwise employed by the same public agency to perform the same services as those for which they propose to volunteer. In other words, individuals may qualify as volunteers if they either volunteer for different agencies or perform distinctly different services than they are otherwise employed to perform. For purposes of this paragraph, 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 Application & Interview Required

1. All Library Volunteer applicants must complete a volunteer application form at the library location where they wish to volunteer and provide references from two adults who are not related to the applicant.
2. Applicants are interviewed for possible placement by the system headquarters or member library staff. If there are no suitable volunteer opportunities available immediately, application forms will be kept on file for a period of six months. Applicants are called if a project is identified which matches their interests and qualifications.
3. Volunteers age 17 and under must have written permission from a parent or guardian.

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 listed below before commencement of volunteer work or activities. (23 Pa. C.S. §6344.2).
 - a. A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. The criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2).
 - b. A certification from the Department of Human Services as to whether the applicant is named in the statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report.
 - c. A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required if:
 - The position the volunteer is applying for is unpaid; and
 - The volunteer has been a Pennsylvania resident continuously for the past 10 years.

Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344 or has not been convicted of an offense similar in nature to those crimes listed in §6344 under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation or under a form of law of this Commonwealth.

3. If any background check report states that the prospective or current library volunteer is the perpetrator of an Enumerated Offense, as listed herein below, the individual shall not be placed.
 - a. In no case shall a volunteer applicant be placed where the Department of Human Services has verified that the volunteer applicant is named in the central register as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding verification or is named in the central register as the perpetrator of a founded report for a school employee committed within the five-year period immediately preceding verification pursuant to this section.
 - b. In no case shall a volunteer applicant be placed if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

- Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122.1 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124.1 (relating to sexual assault).
 - Section 3125 (relating to aggravated indecent assault).
 - Section 3126 (relating to indecent assault).
 - Section 3127 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).
 - A felony offense under section 5902(b) (relating to prostitution and related offenses).
 - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 - Section 6301 (relating to corruption of minors).
 - Section 6312 (relating to sexual abuse of children).
 - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
- c. In no case shall a volunteer applicant be placed if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the Act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.
4. Court-ordered volunteers 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 use clearances obtained for 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.

Persons approved as a volunteer prior to August 25, 2015 are required to obtain updated clearances as follows:

- Within 60 months of the date of the most recent clearances;
- By July 1, 2016, if the clearances are older than 60 months; or
- By July 1, 2016, if they were not required to obtain a clearance under prior law.

Volunteers as Mandated Reporters of Child Abuse

1. Volunteers in direct contact as a volunteer with children 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.
2. Volunteers are not covered by the Library's Worker's Compensation Insurance.

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.