

## **LP-116. Volunteer Policy**

### **Section I. Guidelines Prepared by the Nobles County H.R. Department for the Nobles County Library**

1. At no time shall a volunteer be alone with children, vulnerable adults or patrons.
2. All volunteers will have prior approval from a library staff member to be a volunteer.
3. There will be a sign in sheet for all volunteers to sign in and out when they are volunteering so that the library staff is aware they are present. The sign in sheets will be stored in the library for future reference if needed.
4. If utilizing court ordered, community service volunteers through Rock Nobles Community Corrections, there must be prior approval from the corrections agent that the individual requesting to complete community service hours at the library meets the restrictions of the offenses that the volunteers can have before assisting in the library.
5. Volunteers will not be put in a position that could cause them to be injured.
6. During the haunted house, a library staff member will remain in the basement with volunteers at all times.
7. All library staff shall be trained on these guidelines and other guidelines determined by the Library Director.

### **Section II. Additional Guidelines Prepared by the Nobles County Library Director**

1. Each volunteer must be introduced to the Library Director as well as the library staff.
2. Each volunteer must fill out the Volunteer Application; this is updated every six months. Volunteers must keep the library staff up to date with any address or phone number changes.
3. Each volunteer must fill out the Volunteer Sign – In sheet when they begin their work and when they finish for the day.
4. Each volunteer must wear a volunteer name badge while they are working in the Nobles County Library.
5. All volunteer paperwork will be filed monthly, maintained and stored at the Nobles County Library.

#### **LP-116 Policy History:**

*Initially adopted: 10/14/19*

*Reviewed:6/12/2023*

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