

# Basalt Regional Library District Volunteer/Apprentice Policy

## Board Policy

It is the policy of the Basalt Regional Library District to encourage patrons to volunteer at the library.

## Administrative Policy

Basalt Regional Library District encourages adults and students to volunteer their time assisting the library with various tasks. However, the Library does not allow individuals required to perform "Community Service" required by law enforcement officials or the legal justice system to volunteer at Basalt Regional Library District.

## Procedures

The procedures for becoming a volunteer or student apprentice are outlined below.

## Definitions

A **volunteer** shall be considered as any individual, 16 years or older, who assists with work done at the Basalt Regional Library District, without remuneration. Exceptions to the age requirement may be made by the Executive Director.

A **student intern/apprentice** shall be considered as any middle school, high school or college student who performs volunteer work, with or without remuneration. The Library encourages students to seek high school credit for the hours worked at the library.

## Statement of Purpose

The Basalt Regional Library District shall use the services of volunteers to:

- Supplement the efforts of paid library staff in meeting demands for quality public service.
- Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
- Staff or support fundraising activities sponsored by the Library, the Friends of the Library, or the Library Foundation.

## Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.

## General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Basalt Regional Library District. Both the volunteer and the Basalt Regional Library District have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. A background check is required for all volunteers over the age of 17.

The Basalt Regional Library District will not provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a **Volunteer Application** form for volunteer work, and visit with a supervisory staff member. Upon approval of the Executive Director, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, storytelling, helping to prepare for programs, shelf-reading, discarding materials, maintenance of periodicals, public relations activities, etc.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Executive Director.

### **Recruitment and Supervision of Adult Volunteers**

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Outreach Coordinator.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library.

There will be no formal evaluation process for volunteers.

### **Student Intern/Apprentice Program**

Student interns will be sought by the Youth Services supervisors through educational contacts in area schools and colleges. Participation in the student internship/apprenticeship program shall be considered a privilege which may be revoked at any time by the Basalt Regional Library District or the student. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules.

**Level 1 (Interns)** –Students interested in the Library’s Apprentice Program are encouraged to volunteer at the library a minimum of 25 hours prior to applying for a paid position.

**Level 2 (Apprentice)** –Upon completing a minimum of 25 volunteer hours at the library, student interns may apply for a paid position in the Library’s Apprentice Program. Level 2 Students are paid \$8 per hour with a maximum of 5 hours per week. Duties include shelving library items, reading library shelves, and general cleaning duties. Students with special skills such as graphic design may be assigned duties associated with designing posters and promotional materials. Level 2 students are limited to working the academic school year only.

**Level 3 (Apprentice)** – After graduation from high school, student apprentices can apply for promotion to Level 3. Level 3 Students are paid \$8 per hour with a maximum of 15 hours per week. Duties include shelving library items, reading library shelves, general cleaning duties, checking library items in, and learning basic circulation duties.

**Level 4 (Circulation Assistant)** – After successfully completing a 90 day probationary period and learning check-in and circulation duties, the student apprentice may apply to become a Circulation Assistant, if an opening is available. Circulation Assistants are part-time staff members and understand all aspects of the job duties they are assigned by the library.

Adopted this 12<sup>th</sup> day of December, 2011 by:

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Board President, Judy Royer

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Witnessed by: Board Secretary, Karen Hillebrand