

VOLUNTEER POLICY

The Laurel County Public Library has a program to assist students in completing community service hours needed for high school or college requirements. Volunteer positions will be filled to meet the needs of the Library.

Volunteer positions will be filled without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Age

The minimum age for volunteers is generally 16; others will be approved on a case-by-case basis. All volunteers under the age of 18 must submit a letter of permission from their parent or legal guardian.

Applications and background checks

All volunteers are required to complete an application form. This form will be used to determine the individual's eligibility for volunteer service, identify skills that the Library may use, and to anticipate the length of service. All completed applications are kept confidential.

A letter of recommendation from the assigning teacher or professor is required for Library volunteers completing community service. The letter must be received prior to beginning any volunteer services.

Before beginning service, background checks are required for Library volunteers 18 years of age or older. The Library reserves the right to discontinue planned service based on the results of a background check.

Community service

Individual volunteers who are completing required service hours for high school or college requirements are welcome at the Library.

The Library does not accept volunteers who are completing court-ordered community service hours.

Substance abuse and testing

Volunteers must abide by the "Alcohol, Substance Abuse, and Testing" policy for Library employees.

Dress and behavior

Volunteers must abide by the "Dress Code" and "Employee Conduct" policies for Library employees.

Insurance

Volunteers are covered by the Library's liability insurance while conducting assigned tasks at the Library. No other types of insurance are available to volunteers.

Training and supervision

Volunteers will be appropriately trained for their positions, and will be supervised by a Library employee appropriate to the task being performed.

Volunteer activities must take place on library property. Volunteers will not be permitted to perform duties on the library's bookmobile or to use their personal vehicles to complete errands or other tasks.

Discontinuation of service

Volunteers may discontinue their service to the Library at any time by notifying their Library supervisor.

The Library also reserves the right to discontinue the services of any volunteer at any time.