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## POLICY

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### **Volunteer Policy** **Effective February 27, 2022**

A **volunteer** is defined as any individual over the age of 14 who serves in any capacity on behalf of the Library on a recurring and consistent basis without monetary remuneration, including members of the board of trustees and members of the weekly volunteer pool.

The Mifflin Community Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to provide quality service to the public. Volunteers enhance, rather than replace, paid staff. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship.

Mifflin Community Library volunteers are coordinated by the Library Director or other staff (not volunteer) designees. Each prospective volunteer must complete the "Library Volunteer Application Form" which will be kept on file in the Library. Forms are available at the Circulation Desk and on-line. The Mifflin Library does not guarantee an assignment or specific role for each prospective volunteer and has the right to reject any application without cause. Volunteer placement is based on the following criteria:

- Qualifications of applicants;
- Needs of MCL at any given time;
- Applicant's ability to commit to a consistent schedule (if required); and
- Availability of staff time to supervise volunteers

Mifflin Community Library volunteers are bound by the rules contained in all Library policies and guidelines and all qualified volunteers shall obtain the following clearances: Pennsylvania Child Abuse History Clearance, PA Criminal Record Check, and the FBI Child Abuse Clearance. If you have lived in Pennsylvania for more than 10 years, you may complete and notarize an affidavit in place of the FBI Clearance. Additionally, all volunteers must annually review and sign any policies relevant to volunteers. Volunteers may be dismissed from duties at any time without cause.

The Library does not accept volunteers requiring court-ordered community service. Parents or guardians of volunteers under the age of 18 must sign a consent form for their children to perform volunteer services at the Library.

### Acknowledgment Clause

By my signature below, I, acknowledge that I have received, read, and understand Mifflin Community Library Volunteer Policy. I understand that I will not receive any compensation for providing my services and that volunteers are NOT considered employees except as otherwise provided by law. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the Mifflin Community Library or I may cancel my volunteer services at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties. I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services, will become the property of the Mifflin Community Library, and as such, will be in the public domain and not subject to copyright laws. I understand the health and physical condition requirements for providing services as described in the volunteer duties. I know of no medical condition or physical limitation that may adversely affect my ability to provide this service. I consent to being photographed and to the release of my photographic image. I do hereby volunteer my services as described above, to assist in authorized activities and, I agree to follow all applicable policies and safety guidelines.

Volunteer Printed Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_