

## **Volunteer Guidelines**

Volunteers at Orrville Public Library supplement the work performed by paid library staff. Volunteers generally provide support services to staff and may also work on special projects. Volunteering provides an opportunity for personal satisfaction in serving the community through the library.

- Volunteers should be aware of the goals, policies and procedures of Orrville Public Library.
- If a volunteer uses his/her vehicle for library services (such as delivery to homebound patrons), he/she must show proof of car insurance and a valid driver's license.
- A volunteer must complete a volunteer application. For a minor child (under 18 years of age), a parent or guardian must also sign the form.
- Volunteers provide services "at-will". This means the library or the volunteer can terminate his/her services at any time.
- Volunteers must maintain confidentiality of patrons.
- Volunteers must be approved by the Volunteer Coordinator or his/her designee.
- References will be checked by the Volunteer Coordinator.
- If a volunteer will not be available on a particular day or time, he/she should notify the Volunteer Coordinator or his/her designee as soon as possible.
- Volunteer activities include, but are not limited to, delivery of material to homebound patrons, cleaning materials, repairing materials, pulling weeds, preparing scrapbooks, craft preparation, washing rags, and assisting with children and adult programs.