Alamosa Public Library
300 Hunt Ave.
Alamosa, CO 81101

Volunteer Policy

I. Background

The Volunteer Program of the Alamosa Public Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community; serves as a method for area residents to become familiar with the Library; and supplements the works of paid Library staff.

II. Definition

A volunteer shall be considered as any individual, 16 years or older, who assists with work done at Alamosa Public Library, without wages, benefits, or compensation of any kind. The Library Director or Head Librarian has the discretion on a case by case basis to allow younger volunteers to work in the Library.

III. Statement of Purpose

The Alamosa Public Library shall use the services of volunteers to:

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

The Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

IV. General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Alamosa Public Library or City of Alamosa. Both the volunteer and Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the City of Alamosa nor the Library will 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:

1. Adult or Teen Volunteer Application Form
2. Advisement, Acknowledgement and Waiver for Current City of Alamosa Employees/Volunteers/Coaches

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, discarding materials, maintenance of periodicals, checking out or checking in materials, or public relations activities.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer whether this information involves single members of staff, volunteers, patrons, or other persons, or involves the overall business of the Library. Failure to maintain confidentiality may result in immediate termination of volunteer duties and or other corrective action.

Hours of volunteer service will be determined by the Library Director/Head Librarian 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 Library Director/Head Librarian.

Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, behavior, and dress code as employees. Each volunteer will be expected to meet the overall strength demand of the functions performed during a typical workday. The Library reserves the right to choose which volunteers have offered their services and to assign the tasks best suited for each of them.

Approved by Library Board of Trustees
May 26, 2009