

Service and Administration Policies  
Kirkwood Public Library

**ARTICLE IV.**

*Administration Policies*

*ENTIRE POLICY REVISED AND APPROVED BY TRUSTEES MAY 18, 2011*

**Section 8. Volunteer Policy** –The Kirkwood Public Library Volunteer Services Program supplements the efforts of paid library staff to provide quality library collections, services and programs, serves as a method for area residents to become familiar with the library, and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

A. A volunteer is a person who performs tasks for the Kirkwood Public Library without wages, benefits, or compensation (including travel expenses) of any kind.

B. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of “at-will” employees.

C. Failure to report to work promptly may result in termination of service. Absence without notifying the supervisor may result in termination of service upon the second offense.

D. The Library does not provide workers compensation coverage for volunteers. The Library requires negligence on the Library’s part for volunteers to collect on the Library self-insured liability coverage. Only the volunteer's own auto coverage will cover auto claims.

E. Minors under eighteen (18) years of age may only work as volunteers with the written consent of a parent or legal guardian.

F. Volunteers are selected based upon their qualifications and the needs of the library at any given time. Background checks will be conducted on adult volunteers prior to their work. Volunteers must be able to commit to a block of work time that is helpful to their library supervisor.

G. Volunteers will be trained by and work with a specific supervisor. Volunteers are expected to take directions from the supervisor who is responsible for their work. They may be removed by that supervisor.

H. Volunteers are not to use their positions for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts or disclosing the basis of a conflict or possible conflict to a supervisor so that, if necessary, decisions can be reviewed or made by others. No volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur any obligation of any nature which is in conflict with the discharge of

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his/her duties in the public interest. Volunteers for book sales and the Books & Beyond Shop may not sell any items obtained through their association with the Library, including discards, for personal profit.

*Revised by the Board of Trustees on September 20, 2017*