

Volunteer Policy

Volunteers help to connect the community and the Library to create positive experiences for our patrons. Volunteers work in conjunction with the Library staff to enhance the services offered by the Fairport Harbor Public Library.

A. Eligibility

1. Volunteers must be at least 13 years old.
2. Minor children may only work as volunteers with the signed consent of a parent or legal guardian.
3. The library does not accept court ordered volunteers.
4. Volunteers provide services at-will. The Library or the volunteer may terminate their services at any time.
5. Volunteers must be approved by the Director or their designee

B. Opportunities

A limited number of volunteer opportunities will be available at any given time and new volunteers will be accepted only when needs exist. The Library will make every effort to accommodate volunteering requests but cannot guarantee that every request will be granted.

C. Compensation

1. Volunteers do not have any regular employee status
2. Volunteers serve without remuneration in wages, benefits, or other compensation (including travel expenses)
3. Volunteers are not covered by the Library's Workers' Compensation coverage

D. Volunteer Application Form

All potential volunteers must complete a Volunteer Application Form before providing any volunteer services. Completion of the form does not guarantee volunteer opportunities.

E. References and Background Check

All volunteers may be asked to submit names of individuals for character references. Volunteer candidates 18 years of age and over may be required to complete a background check prior to providing any volunteer services.

F. Consent and Waiver Forms

Every volunteer must sign a Consent Form for Library Volunteer with Waiver of Liability, Hold Harmless, and Indemnity which will be kept on file with the Fairport Harbor Public Library before any volunteer service can be provided. This form includes a photo/video release waiver.

G. Transportation

All volunteers will be responsible for providing their own transportation to and from the library.

H. Orientation and Training

Training and directions will be given for each task that a volunteer may carry out. Failure to follow instructions may result in dismissal from volunteer tasks.

I. Duties and Responsibilities

1. Volunteer activities include, but are not limited to, cleaning and shelving materials, clerical tasks, assisting with book sales, helping with youth and adult events, creating displays, decorating the library, and custodial tasks.
2. A volunteer does not replace paid library personnel but assists the staff with various projects and tasks. Volunteers will not perform tasks or duties generally assigned to paid staff.
3. Volunteers may request particular assignments but availability is not guaranteed. The volunteer's supervisor reserves the right to change assignments or reassign duties based on the needs of the Library. Volunteers always have the right to refuse an assignment.

J. Dress Code

Fairport Harbor Public Library is a public service organization. It is important for all volunteers to remember that proper dress is expected to make a good impression with the community they serve. Volunteers are expected to wear clothing and shoes that are appropriate, neat, clean, and conducive to the safe and effective performance of required job duties. Volunteers should exercise good judgment in determining appropriate dress and appearance. A well-groomed appearance and good personal hygiene demonstrate a positive work ethic and professional attitude. The Director will determine the proper dress standards.

K. Attendance

Once accepted and placed in a volunteer assignment, it is important that a volunteer report for duty on time. Vacation and other planned time away that conflicts with a regular volunteer assignment should be reported as far in advance as possible. For illness or emergency absence, call or email as soon as possible to the supervisor or the Circulation desk.

L. Behavior and Conduct Policy

Volunteers are representatives of this organization and, as such, are charged with conducting themselves in a professional manner, complying with both the Fairport Harbor Public Library Behavior and Conduct Policy and the Volunteer Code of Conduct.

1. Volunteers will follow all local, state and federal laws and regulations while participating in volunteer services.

2. Volunteers have a responsibility to adhere to the rules and procedures of the Fairport Harbor Public Library. Failure to follow policies and procedures during volunteer assignments may be cause for dismissal.
3. Volunteers will follow safe workplace practices while performing volunteer duties.
4. Volunteers will be ethical, honest, and fair in dealings with the public and the staff.
5. Volunteers will accurately and truthfully manage and safeguard information and will access only such information as demanded by the performance of specific volunteer duties. Privileged and confidential information shall not be disclosed to any third party. Doing so will result in immediate termination and possible prosecution.
6. Volunteers will represent this organization in a positive manner in the course of volunteer duties and in the recognition as a volunteer of the Fairport Harbor Public Library when in public.
7. Volunteers will keep socializing to a minimum and refrain from using cell phones (includes texting) and other electronic devices during volunteer sessions. Personal cell phones should be set to silent or vibrate while on duty.
8. Library phones are meant for business use and not for casual personal calls. Except for emergencies, friends and family should not expect volunteers to take calls while on duty.
9. Volunteers will be dependable and recognize the commitment and responsibility to volunteer duties. If unable to fulfil scheduled volunteer duties, the volunteer is responsible for notifying, in a timely fashion, the appropriate personnel at the Library.
10. Volunteers will be responsible stewards of Library property, time, labor, supplies, assets, equipment, and funds.
11. Volunteers will help promote a positive and comfortable environment by respecting the personal space of others. The behavior, attitude, appearance, language, and conversation of volunteers will contribute to a supportive, safe, and non-threatening environment.
12. Volunteers will refrain from using profane and abusive language or disruptive behavior that is dangerous to others.
13. Volunteers will not use, possess, or be under the influence of alcohol or illegal drugs at any time while performing volunteer duties.
14. Volunteers, while on Library premises or engaged in the discharge of their volunteer services for the Library, will not have possession, use of or control over any type of firearm, deadly weapon or explosive device or other dangerous instrumentality which, in the opinion of the Library management, constitutes a potential threat to the health, safety and welfare of anyone.