

Section 3.12

Volunteers

Library volunteers support and enhance the work of the Greenville Area Public Library (GAPL), enriching its programs and services.

The purpose of the GAPL Volunteer Policy is to protect the rights and safety of library patrons, staff, and volunteers as well as to preserve and protect the materials, facilities and property of GAPL.

A library volunteer is defined as an individual who assists with work done at the Library without the promise, expectation or receipt of compensation for services rendered.

Applicants for volunteering under the age of 18 are required to have parental/guardian permission before volunteering. Applicants under the age of 14 will be reviewed on a case by case basis in order to participate in the volunteer program. Applicants 18 years of age required to provide and are subject to ***Pennsylvania Child Abuse History Clearances, Pennsylvania State Police Criminal Background, and FBI Fingerprint Clearances.***

Volunteer Placement

- Volunteers are placed in positions best suited to their skills, interests and availability.
- GAPL does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
 - Qualifications of volunteer applicants
 - Needs of the Library at any given time
 - Volunteer's ability to commit to a consistent schedule of hours (if required);
 - Availability of staff time to supervise volunteers

Volunteer Application and Interview Requirement

- All Library volunteer applicants must complete a volunteer application form that can be accessed on the Library website. <https://www.greenvillelibrary.net/volunteer>
- Receipt of applications will be acknowledged within two weeks of submission.
- Applicants will be contacted to be interviewed for possible placement by the Library Director. The interview will include a snapshot of the volunteer program overall and a description of the current volunteer opportunities.

Work Assignments and Supervision

- Volunteers should make every effort to contact their supervisor if they will be absent or tardy.
- Volunteers who are family members of library staff may not be placed under the direct supervision of their family members.
- Volunteers may be dismissed from duties at any time without cause.
- All volunteers are subject to employee policy and procedures.