

**Volunteer Services Policy**

**1. Purpose**

Ritzville Library District #2 welcomes and encourages volunteers to enrich the capabilities and services of the library system. Volunteer services may be utilized for special events, projects and activities which are not routinely assigned to library staff, and which supplement rather than replace the services or activities performed by library staff. Such services will be performed with guidance and support from Ritzville Library District #2 staff.

**2. Implementation**

- 2.1 Volunteer assignments may be directly supervised by library staff or by members of the Friends of the Library and other volunteers. Staff may not supervise any family members who volunteer.
- 2.2 Every attempt will be made to place volunteers in positions which match their interests, skills, and time commitments.
- 2.3 Volunteers must be at least 16 years of age. Exceptions may be made at the Library Director's discretion. Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer
- 2.4 All potential volunteers must be officially approved by authorized library personnel prior to performing any volunteer duties. All volunteers shall undergo background checks (RCW 43.43.830) before performing any volunteer duties.
- 2.5 Both the volunteer and RLD2 have the right to end the volunteer's association with the District at any time. If the district terminates a volunteer who neglects or refuses assignments or who violates any laws or District policies, volunteer service will not be reinstated.
- 2.6 An essential element of the volunteer program is the successful partnership of paid and volunteer staff. We encourage an atmosphere of mutual cooperation, respect, and understanding and acceptance of each other's roles. To this end, the library is committed to provide volunteers:
  - Clear direction and supervision
  - Training necessary to perform assignments
  - Regular feedback regarding performance
  - Opportunities for new assignments
  - Recognition for work

The staff request that volunteers:

- Ask for clarification of assignments
- Are reliable and punctual
- Work toward the goals of the District