



It is the policy of the Basalt Regional Library District (BRLD) to use the services of volunteers to:

- Supplement the efforts of library staff in meeting demands for quality public service
- Provide a way for community members to support an institution they care deeply about
- Provide a way for community members to give back to their community

**TYPES OF VOLUNTEERS:**

Adult – Adults of all ages

Teen – Teens from fifth grade through high school

Community Service – As one of the few organizations in the valley who accept community service hours, community members who have hours to complete are encouraged to volunteer at the library

**REQUIREMENTS FOR VOLUNTEERING:**

- A background check is required for all volunteers aged 18 and older.
- Colorado State law protects the privacy of all individuals while visiting BRLD. BRLD will not monitor or share what materials customers have checked out, or what they do while in the library, except in accordance with Colorado State law. Volunteers will not reveal patron information to others.
- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all patrons. Volunteers will abide by the rules in BRLD’s Patron Behavior Policy.
- Volunteers may be asked to work on projects that support staff efforts. Examples include: shelving books; helping staff to prepare for programs; shelf-reading; discarding materials; maintenance of periodicals; photocopying, collating, folding, stapling.
- Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer.

**VOLUNTEER EXPECTATIONS:**

- 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 will be completed within normal library hours. Exceptions may be made by the Executive Director.
- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers will treat all people with dignity and respect. Volunteers will refer all policy questions from the public to a staff member.
- Volunteers who are shelving items are often asked for assistance locating items. Volunteers will use their best judgement when assisting patrons. When in doubt, volunteers will always seek the assistance of library staff.
- Volunteers will report any safety hazards or injuries immediately to a staff member.
- Volunteers and volunteer opportunities are subject to review, evaluation, correction, and possibly termination in the best interest of BRLD.
- To end a volunteer commitment, volunteers will notify their supervisor.

**DISCLAIMERS:**

- BRLD will not provide any medical benefits for any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.
- Nothing in this policy shall be deemed to create a contract between the volunteer and BRLD.