

## Library Administrative Rules: Volunteers

### Purpose

The Hillsboro Public Library is committed to creating a welcoming, open, and collaborative environment for our community. Through our volunteer program, the Library seeks to involve a diverse section of the Hillsboro community in providing library services, giving community members the opportunity to serve, support quality library services, connect with their community, and share their interests and expertise. A strong volunteer program creates numerous advocacy opportunities for the Library in the community and allows us to increase community involvement in and awareness of the Library.

Library volunteers partner with staff to improve, expand, and innovate in library services. Volunteers extend and enhance the work of paid staff and may be involved in any library program or activity, serving at any level of skill. Volunteers are essential to our service and our success, and the Library strives to provide each volunteer with meaningful assignments, effective support, and recognition for their contributions.

### Definition

A "volunteer" is anyone who, without monetary compensation, performs a task on behalf of the Library and under the direction of library staff. A volunteer must apply and be officially accepted, oriented, and trained by library staff prior to performing any task. Youth and adults participating in school or work-sponsored community service activities are also volunteers, as are students participating in unpaid practicum or internship opportunities, alternative court sentencing programs (on a case by case basis), or other unpaid referral or work-experience programs.

### Eligibility to volunteer

We welcome volunteers of all ages and backgrounds, although some volunteer roles may have specific age requirements. HPL currently welcomes volunteers over the age of 12 to work independently. HPL may offer family volunteer opportunities to engage families with children ages 12 and under seeking to volunteer together. Group volunteer opportunities may exist for our younger patrons in conjunction with a library staff member led program.

Volunteers who are age 12 and under must be accompanied by a responsible person at all times who will volunteer alongside them.

*adopted July 2011*

*updated April 2017, February 2018, June 2020*

*last approved by City Council on September 5, 2017*

*page 1*

All volunteers 18 and over, and volunteers age 15-17 with the signature of a parent or guardian, are required to complete a background check before beginning to volunteer.

### Library Employees

The Library is forbidden by City policy from accepting the services of employed staff as volunteers. In addition, non-exempt staff are not permitted to volunteer for the Friends of the Hillsboro Public Library or the Library Foundation of Hillsboro. Family members of staff are allowed to volunteer with the library, the Friends, and the Foundation.