

Jefferson County Library

Public Service Policy NO.: PUB11-1

Volunteer Policy

**Adopted:** March 22, 2011

**Revised:**

Jefferson County Library encourages local residents, businesses and organizations to volunteer at its branches in support of the library's mission, programs and services.

All volunteers are required to follow the general guidelines and procedures for volunteers established by the Jefferson County Library. In addition, each branch or department of the library may have specific guidelines and procedures defining volunteer activities in that location. All volunteers report to a designated library employee who will supervise their training and activities. Volunteers who fail to meet performance standards, or fail to conform to library policies, guidelines and procedures, will be dismissed from the volunteer program.

All volunteer applicants must supply the results of a criminal record check performed by local police departments.