

Volunteer/Intern Policy

Definitions

A volunteer shall be considered as any individual, 14 years or older, who assists with work done on behalf of the Somerset County Library, without remuneration.

A student intern shall be considered as any middle school, high school or college student who performs volunteer work as part of an authorized school program to earn academic credit. Individual students in youth organizations, such as the Boy Scouts or Girl Scouts, who are performing volunteer work as part of an official program are also classified as student interns.

Statement of Purpose

The Somerset County Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.

The Somerset County Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

Application

All potential volunteers shall complete an application and meet with the staff member responsible for the branch, area, or function for which they intend to volunteer before the Library accepts the volunteer's service.

Acceptance of volunteers is based on merit, qualifications, and abilities. The library does not discriminate in volunteer opportunities or practices, based on a person's actual or perceived status as an individual with disability or based on military or marital status, race, color, religion, sex, sexual orientation, gender identity, ancestry or national origin, age, or any other characteristic protected by federal, state or local law ("protected status"). The preceding applies to the protected status of an individual with whom an employee or applicant associates.

The Library may not accept every volunteer request. For certain assignments, a background check and reference checking may be required before the volunteer begins their duties.

Before beginning regular volunteer service, the responsible staff member will orient and train the volunteer for their duties.

Performance

Volunteers are recognized by the public as representatives of the Library. They are guided by the same policies as employees and shall maintain professional and friendly demeanor at all times. Volunteers' attire shall be appropriate for a professional environment and in keeping with their assigned duties.

All library transactions are strictly confidential. This includes any information about materials checked out, looked at, or requested, as well as any patron reference questions.

All work performed by volunteers will be supervised by library staff. The schedule of volunteer work at the Library is dependent upon the availability of staff to supervise.

Volunteers must adhere to their schedule and notify the library if they will be late or absent.

Compensation

The Somerset County Library will not provide any wages or medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Severance

Nothing in this policy creates a contract between the volunteer and the Library. Both the volunteer and the Library can terminate their association at any time, with or without cause.