

VOLUNTEER POLICY

LP16 | REVISION 0 | REVISED 09/26/2023

I. Purpose

- A. The Lodi Public Library uses volunteers to complement, not replace, the work of staff. Volunteer service aids the Library in making the best use of its fiscal resources. The Library staff and volunteers work together to meet the goals and mission of the organization. Volunteers are liaisons to the community and help advocate for the Library. This policy provides the framework for use of volunteers at the Library.

II. General Guidelines

- A. Potential volunteers must complete a Volunteer Application. If the applicant is under age 18, a parent/guardian signature is required.
- B. Potential volunteers must complete a Volunteer Waiver and Release of Liability form. If the applicant is under age 18, a parent/guardian signature is required. The City of Lodi does not provide insurance coverage for volunteers. Signing this form also grants permission for a background check to be completed.
- C. All volunteers must be approved by the Library Director or his/her designee based on their qualifications and needs of the Library at any given time. Due to the time and resources involved in training and supervising volunteers, the Library may decide to decline, discontinue, or change a volunteer's service assignment at any time to best benefit the Library.
- D. Volunteers may or may not be members of the Friends of the Lodi Public Library.

III. Expectations of Volunteers

- A. Volunteers will work under the supervision of Library staff.
- B. Volunteers are not compensated for time spent or expenses incurred, except by special arrangement with the Library Director or his/her designee, which must be made in advance.
- C. Volunteers are bound by the rules contained in all Library policies and are expected to follow the same work and behavior guidelines as employees, including dress code. Volunteers will respect differences of ability, age, gender, gender expression, culture, ethnicity, sexual orientation, and social or economic status. Volunteers will respect people's personal space and avoid inappropriate or unwanted contact.
- D. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer. Confidential information is not to be shared with your family, friends, or acquaintances. No information about a library patron from any source is to be disclosed. If you are questioned by someone and you are concerned about the appropriateness of giving out certain information, please refer that request to the Library Director or his/her designee.
- E. With regard to children, youth, and vulnerable adults, volunteers will not:
 1. Be alone with a child, youth, or vulnerable adult

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2. Develop a “special” relation with them
 3. Arrange contact with them outside of the Library’s programs/activities
 4. Photograph them without parent/guardian consent and never for non-library use.
- F. Volunteers are expected to be reliable in the performance of their volunteer duties. Attendance is expected to be dependable and punctual. If you are unable to report for your assignment or if you will arrive late, please contact the Library Director or his/her designee immediately.
- G. Volunteers are expected to sign-in on the appropriate log so that volunteer hours can be tracked.
- H. Volunteers are expected to report any injuries or safety concerns to the Library Director or his/her designee immediately.

IV. Rights of Volunteers

- A. To be respected and valued.
- B. To be provided necessary information to carry out their role as volunteers and to know what is expected of them.
- C. To be given support and supervision from library staff.
- D. To be provided a safe working environment.
- E. To be free from harassment or discrimination.

V. Volunteer Liability

- A. Various laws limit the liability of volunteers. The most pertinent law is the Volunteer Protection Act of 1997, which includes volunteers who act on behalf of public entities. This act provides that no volunteer of a public entity is liable for harm caused by an act of omission while working on behalf of the entity. In order for a volunteer to be protected, the following requirements must be met:
1. The volunteer must have been acting in the scope of their assigned responsibilities;
 2. Where appropriate or required, the volunteer must have been properly licensed, certified, or authorized to perform the activity by state authorities;
 3. The harm must not have been caused by willful, reckless, or criminal misconduct, gross negligence or a conscious, flagrant indifference to the rights or safety of the individual who suffered the harm; and
 4. The harm must not have been caused by the volunteer’s operation of a vehicle for which the state requires the vehicle’s owner or operator to possess a driver’s license or to maintain insurance.

VI. Revision History

- A. Policy approved September 26, 2023 (Revision 0)