



## Volunteer Policy

### Purpose

The Library welcomes volunteers from the community. The teamwork of staff and volunteers furthers library goals and objectives, strengthens the library's place in the community and provides meaningful work experiences and practical knowledge of library operations to those who volunteer.

### Definition of a Library Volunteer

A library volunteer is an individual who assists in library operations at or on behalf of the Orange City Library and who does so without expectation or receipt of compensation nor benefits for time or services.

### General Provisions

- Recruitment for volunteer positions, screening, placement, coordination, supervision is the responsibility of the Library Director.
- Volunteers will be used to augment basic services but will not be used to replace paid library staff positions.
- The Library reserves the right to decline any volunteer or to limit the number of hours a volunteer can work.
- The Library reserves the right to terminate a volunteer at any time for any or no reason.
- All volunteers must read the Volunteer Policy and sign a Community Service Waiver prior to engaging in volunteer activities for the Library.

**Confidentiality** - Volunteers will observe regular work rules including rules of library confidentiality while engaged in work for the library. Access to confidential records is restricted to employees of the Orange City Public Library. All library business, operations and customer information must remain confidential indefinitely.

## Photographic Waiver

Volunteer does hereby grant and convey unto Library all rights, title, and interest in any and all photographic images and video or audio recordings made by Library during the Volunteer's Activities with Library, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

## Court Ordered or Community Service Volunteers:

- The Orange City Public Library accepts volunteers performing court-ordered community service, or for school requirements.
- Volunteers who require court-ordered community service must disclose the nature of their conviction to the Library Director. The Orange City Public Library will not accept individuals as volunteers who have been convicted of violent crimes, crimes of a sexual nature, or crimes of dishonesty (burglary, theft, fraud).
- The Orange City Public Library may also set certain pre-conditions for a court-ordered volunteer to work, such as requiring an adult chaperone for a juvenile.
- Court-ordered volunteers are responsible for tracking their own hours.

## Community Service Volunteer Waiver

I release **Orange City Public Library, The City of Orange City** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. I further do hereby release and hold harmless **the Orange City Public Library** and agree to indemnify and hold harmless **The City of Orange City** from any and all liability, claims or causes of action that may arise from accidents, injuries or illnesses that may occur when I volunteer. I waive any right of action I have against **The City of Orange City** in consideration of my participation as a volunteer for the Library.

Name \_\_\_\_\_ Date

Signature \_\_\_\_\_