

Volunteer Policy

The Umatilla County Special Library District recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to its member libraries and the citizens of Umatilla County. The services that volunteers provide aid the District in making the best use of its fiscal resources and are meant to enhance, not replace, adequate staffing.

Umatilla County Special Library District volunteers are coordinated by the District Coordinator, or designee, and must be at least 12 years of age. Each volunteer must complete the "Volunteer Interest Form" which will be kept on file. Volunteers may be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

A parent/guardian of volunteers under the age of 18 must sign a consent form for his/her child to perform volunteer service hours at the library. Forms are available at the District office.

Volunteers must have a card to a public library in Umatilla County and be a patron in good standing. It minor is ineligible for card because of age, parent/guardian must have a card and be a patron in good standing.

Off-site groups of two or more minor volunteers must have adult supervision provided by off-site staff.

Umatilla County Special Library District volunteers are bound by all appropriate rules contained in the District Policies and Procedures Manual. Volunteers are recognized by the public as representatives of the District and will be guided by the same Business Ethics and Conduct policy as employees. In addition, provisions of the District's policies related to non-discrimination (contained in Equal Employment Opportunity policy), safety, and work conditions also apply to volunteers.

The Umatilla County Special Library District has the right to terminate the volunteer's working association with the District at any time, for any reason. Volunteers will be exempt from Worker's Compensation Insurance coverage.

Volunteers are asked to record their hours of service using a designated form. Volunteers may request compensation, at the going IRS rate, for automobile mileage cost reimbursement when performing assigned work on behalf of the District.

The District accepts volunteers requiring court ordered community services at the discretion of the District Coordinator. The District will only allow non-violent offenders to do court-ordered volunteer work for the District. Court ordered community service volunteers are required to be interviewed by the District Coordinator prior to be accepted for service.

Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations as other volunteers.

The District staff and its volunteers work together for mutual satisfaction and for the benefit of our member libraries and our communities.

Adopted by the Board of Directors at June 20, 2013 Board Meeting