



## **Volunteer Guidelines**

The Ogden Farmers' Library recognizes and appreciates citizen participation. The Library provides volunteer opportunities to residents of the area and will provide training and supervision to each person chosen as a Library Volunteer. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits.

1. Volunteers must complete a Volunteer Application and be in or above grade six at school. Volunteers under the age of 18 must have written permission from their parent or legal guardian to volunteer for the Library.
2. Volunteers will be accepted as needs arise. Submission of the Volunteer Application does not guarantee acceptance as a volunteer.
3. Volunteers will not take the place of paid staff, however, they will be expected to set and adhere to a schedule with the supervisor where they are assigned as if this were a paid position. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work ethic and behavior as employees.
4. Volunteers will adhere to appropriate dressing guidelines. Please wear clothing that is comfortable, keeping in mind you may be asked to partake in activities that involve bending or reaching. No low cut shirts, high heels, daisy duke shorts, bare midriffs, low-rise pants, or t-shirts or other articles of clothing with profane language or images.
5. Volunteers agree to adhere to a strict code of confidentiality. Any private information a Volunteer may come across in patron records is strictly confidential and should only be shared with the staff involved in the transaction.
6. Volunteers may be dismissed if needed. Grounds for dismissal include but are not exclusive to: Negligent or unsatisfactory work performance; disruptive attitude or abusive language; conduct resulting in injury to others, hazardous conditions, or damage to property; violation of library rules, regulations, procedures, or practices; unreported absences or repeated tardiness; use or possession of illegal drugs, substances or intoxicants while on the job; failure to maintain confidentiality; et al at the library's discretion.
7. Volunteer hours are scheduled at the discretion of the Volunteer Coordinator. Volunteers are expected to call in and give as much notice as possible when they are unable to attend their scheduled volunteer service.
8. Volunteer applicants will sign a liability waiver.