

Volunteer Policy of the Wilkinsburg Public Library

Policy number: 106

Date adopted: October 11, 2022

Replaces: All prior Wilkinsburg Public Library Volunteer Policies

Purpose

Library volunteers support and enhance the work of the Wilkinsburg Public Library (WPL) enriching its programs and services.

The purpose of the Wilkinsburg Volunteer Policy is to protect the rights and safety of library patrons, staff and volunteers as well as to preserve and protect the materials, facilities and property of the library.

Definition

A library volunteer is defined as an individual who assists with work done at the library without promise, expectation or receipt of compensation for services rendered.

Applicants for volunteering under the age of 18 are required to have parental/guardian permission before volunteering. Applicants under the age of 14 will be reviewed on a case by case basis in order to participate in the volunteer program. Applicants 18 years of age and older must have or obtain a Child Abuse History Clearance (Act 151) and a Pennsylvania State Police Request for Criminal Records (Act 34) prior to volunteering in the library. A criminal record may not exclude a volunteer depending on the circumstances and with approval of the library director, borough manager and/or borough council.

Volunteer Placement

Volunteer

- Volunteers are placed in positions best suited to their skills, interests and availability.
- WPL does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
 - Qualifications of volunteer applicants
 - Needs of the library at any given time
 - Volunteer's ability to commit to a consistent schedule of hours (if required); and
 - Availability of staff time to supervise volunteers

Volunteer Application and Interview Requirement

- Receipt of applications will be acknowledged within two weeks of submission.
- Applicants will be contacted to be interviewed for possible placement by the Library Director or staff appointed by the Director. The interview will include a description of the current volunteer opportunities.

Work Assignments and Supervision

- Volunteers should make every effort to contact their supervisor if they will be absent or tardy.
- Volunteers must obey the policies and procedures of the library.
- Volunteers may be dismissed from duties at any time without cause.

Screening of Employees as Volunteers

In order to comply with the Department of Labor's Fair Labor Standards Act and specific regulations, WPL will use the following criteria to determine if an employee may volunteer. An employee may be considered for a volunteer position if:

- The services are entirely voluntary, with no coercion by staff, no promise of advancement, and no penalty for not volunteering and
- The volunteer does not replace another employee or impair the employment opportunities of others by performing work that would otherwise be performed by regular employees and
- The volunteer serves without promise, expectation or receipt of compensation for services rendered and

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- The activity does not take place during the employee's regular working hours or scheduled overtime hours and
- The volunteer time is insubstantial in relation to the employee's regular hours.
- Individuals may qualify as volunteers only if they either volunteer or perform distinctly different services than they are otherwise employed to perform.
- Former employees will be permitted to volunteer with the approval of the Director of the library and be provided a complete understanding and description of the role of volunteer vs. staff tasks.

Rights of Volunteers

- Volunteers can expect to receive an orientation and adequate training.
- Volunteers can expect tasks to be clearly defined.
- Volunteers will be given adequate tools to perform the job.
- Volunteers can expect cordial relations with paid staff and other volunteers.
- Volunteers will receive feedback (positive and negative) on their work.