

	<p>Policy Title VOLUNTEER POLICY</p>	<p>Policy Number 10.1</p>
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I. Purpose

- a. The Camas Public Library Board of Trustees recognizes that volunteers enrich Library services and, with training, supervision, and evaluation, volunteers can perform many tasks efficiently and responsibly.

II. Use of Volunteers

- a. Volunteers can help to enrich budgeted Library service programs. No volunteer service may replace positions that are part of the Library’s regularly funded services.
- b. The Library’s two non-profit organizations, Friends and Foundation of the Camas Library (FFCL), and the Second Story Gallery Society (SSGS), also utilize volunteer help.

III. Responsibility of Library

- a. The Library will provide:
 - i. Training to new volunteers.
 - ii. A safe environment for volunteering.
 - iii. A City of Camas Volunteer Services handbook, wherein additional guidelines and policies are enumerated.

IV. Responsibility of Volunteers

- a. Volunteers are required to:
 - i. Complete a City of Camas Volunteer Application, which will be kept on file.
 - ii. Pass a criminal background check, at the cost of the Library.
 - iii. Track all hours worked at the Library.
 - iv. Read the City of Camas Volunteer Services handbook, provided to them at their orientation.

V. Administration

- a. The Library Director or designee is responsible for the administration of this policy and establishing administrative procedures.

Originally adopted 1995.
Revised and approved August 19, 2021