BRANDYWINE COMMUNITY LIBRARY
VOLUNTEER POLICY
May 2014 (Rev 5/2018)

I. Types of Volunteers

A. Volunteers donating their time out of generosity

These are people interested in volunteering their time to the library for no other purpose than to assist the library

B. Volunteers fulfilling some type of community service requirement

These volunteers may be required to fulfill a service requirement for a school, scout group or some other institution. They may be fulfilling requirements for probation as the result of a Berks County court settlement for an arrest. Usually these people have a "number of hours" and a "date to be completed" requirement. Only one community service volunteer will be accommodated at a time, based on availability of staff supervision. No more than 2 hours a week can be assigned for a community service individual. Before being accepted as a volunteer, the total hours to be completed for the time frame must be considered. Any individual requesting to complete hours for probation must provide the details of their arrest, and may be subject to refusal based on the nature of the crime committed. Each time the individual volunteers, a log of their hours must be signed by a staff member. If the individual fails to show up for a previously scheduled volunteer time, they may lose the opportunity to do volunteer work.

II. Hours and Schedule

A. Hours

A two hour commitment per week is expected for volunteers, with the possibility of additional hours based on the work load requirements. Typically the volunteer will be assigned a time slot at the same time each week.

B. Schedule

Each individual will be assigned a day and time to work which will be determined by the availability of the volunteer, the current work slots assigned, the amount of work available, and the availability of supervision. The individual will be expected to work during the assigned slot unless they have made previous arrangements with the library staff. If volunteers arrive unexpectedly, they may not be able to work at the discretion of the staff. Volunteers will be encouraged

to call ahead if they wish to contribute additional hours outside of their scheduled time.

III. Training and Requirements

A. Training

Each volunteer will complete approximately one hour of training with the volunteer coordinator before beginning any work in the library. During this training, they will be given a tour of the library, introduced to the staff, and given basic training in shelving and library procedures. This training will be ongoing and will be repeated as often as necessary to maintain library quality standards.

B. Requirements

All volunteers, ages 18 years and older, must provide two clearances prior to engaging as a volunteer: (1) Pennsylvania State Police Criminal Record Check and (2) Pennsylvania Child Abuse History Clearance.

FBI Fingerprint Check is not required as long as the volunteer is not paid, has been a PA resident continuously for the past ten years and has signed a disclaimer affirming that there are no charges against them in other states that would prohibit selection as a volunteer.

Clearances must be renewed every 60 months. Volunteers must report changes in clearance status within 72 hours.

If the background checks indicate the person has committed acts of child abuse or acts that are harmful or adverse to the interest of minors the person will not be permitted to volunteer.

If volunteers do not have the required clearances the expense of obtaining these clearances must be paid by the volunteer. The results of the background checks will only be shared with the Library Director and the Board of Trustees.

Volunteers will be required to sign a paper stating that they understand the Privacy of Circulation Records policy adhered to at Brandywine Community Library.

IV. Typical duties of volunteers

A. Shelving
B. Reading and straightening the shelves

C. Preparing children's program materials (may include cutting, pasting, hole punching, coloring, copying).
D. General office duties such as typing, copying, hole punching, filing
E. Sorting newspapers for recycling, taking recycling to the recycling center
F. Preparing shipping envelopes
G. General cleaning duties
H. Seasonal work such as assisting with displays, decorating, book sales, summer reading club or other programs as needed
I. Other duties deemed appropriate by staff

V. Volunteer Coordinator

The Volunteer Coordinator will train and coordinate the volunteers. All staff can direct volunteers who work during their shift.

VI. AGE

The minimum age for volunteers is 14, unless pre-approved by the Volunteer Coordinator.