

Volunteer Provisions

The Lane Libraries recognize the need for volunteers to enhance and assist paid staff in meeting the demands for quality service. Nothing in this agreement shall be deemed to create a contract of employment between the volunteer and the Lane Libraries. Nor shall the volunteer be deemed to be a contractor or vendor of services. The volunteer shall not be entitled to compensation or reimbursement for any services that the volunteer provides to the Lane Libraries.

General Provisions

- A volunteer is an individual who assists with work done at any branch of the Lane Libraries without wages, benefits, or the expectations of monetary compensation of any kind. All volunteers must sign an authorization form. Volunteers under the age of 18 must have an authorization form signed by a parent or legal guardian.
- The Lane Libraries do not provide any medical, health, or workers' compensation benefits for any volunteer. Volunteers are not eligible to receive workers' compensation benefits for any injuries sustained while functioning as a volunteer.
- All potential volunteers need to complete a volunteer application. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of 6 months. A volunteer applicant will be called if an opportunity is identified which matches his/her interests or qualifications. The Lane Libraries cannot guarantee a position for each potential volunteer.
- Volunteers are required to wear a volunteer badge while on duty. This allows identification by library staff and patrons.
- A volunteer is responsible for following the library's Policy on Confidentiality of Library Records. Failure to maintain confidentiality may result in immediate termination of the volunteer.
- Volunteers are expected to meet the same standards of professionalism required of paid library staff. Volunteers who fail to meet the requirements of the Lane Libraries or violate library policies and procedures may be subject to termination of their volunteer status.