**1.10 ADULT VOLUNTEERS**

The library welcomes adult volunteers as a means to extend the library’s service, and to allow interested members of the public to become a part of the library community.

Adult volunteers are primarily assigned to collection maintenance tasks (i.e. shelving, pulling materials based on reports, shelf-reading, straightening shelves, etc.), and program assistance (i.e. crowd control, interacting with program attendees of all ages, set-up and tear-down, craft assistance, etc.). Other tasks that do not involve unsupervised customer service may also be assigned. Volunteers will not be assigned to work that allows them access to the circulation system due to confidentiality and security issues.

Adult volunteers will complete an application and be interviewed to make sure the work is a good fit. The staff members assigned to oversight of volunteers will make the determination as to appropriate placement or non-placement of volunteers. Volunteers may be asked to commit to a minimum schedule in order to be placed into a volunteer position.

All adult volunteers must clear a background check before being placed in a volunteer role. The library will pay for the background check. The Human Resources Manager is responsible for obtaining signed background check release, conducting background check, and authorizing clearance to schedule adult volunteer.

Practicum students will have a work plan designed to give them appropriate work/learning experience and will be supervised by a professional librarian, although they may work with other managers as well.

Responsibility for recruitment and oversight of volunteers will be assigned to a specific staff member; although for supervision purposes, volunteers may receive regular assignments from any manager or assistant manager.