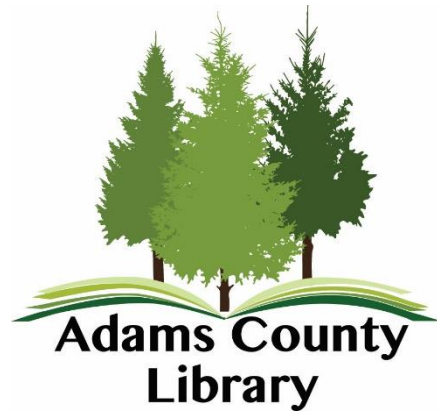


Adams County Library

Volunteer Policy



The Adams County Library Volunteer Services Program supplements the efforts of paid library staff to provide quality library collections, services and programs; serves as a method for area residents to become familiar with the library; provides community service opportunities for residents and students; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is an individual who performs hours of service for the County without the promise, expectation or receipt of compensation for services rendered, except for reimbursement for reasonable expenses, reasonable benefits, and nominal fees, or a combination thereof. All volunteer work performed for the County shall be performed in accordance with the provisions of the Fair Labor Standards Act. .
2. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.
3. Minor children may only work as volunteers with the consent of a parent or legal guardian.
4. Volunteers who work for the Library will fill out the **Adams County Volunteer Application** prior to beginning their volunteer assignments. These applications will be kept on file by the Library Director. All volunteers must complete the Adams County Library **Waiver of Liability and Hold Harmless Agreement**. This form will be kept on file with their volunteer application.
5. All Library Volunteers are bound by **Adams County Volunteer Service Policy Document Number Four**, and by the rules contained in the **Adams County Employee Handbook**. As noted in these documents, the Library may require volunteers to agree to have a background check at the Library's expense.