

Greensburg Hempfield Area Library

Volunteer Policy

Policy Number: 12

Date Last Updated: June 28, 2017

Purpose: To address the use of volunteers in the Library.

Statement of Policy: The Board of Trustees supports and encourages the participation of community residents to enhance and support the work of the Library. The Board of Trustees may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the Library.

Definition:

The term 'volunteer' refers to a person holding an unpaid position with the Library.

References

55 Pa. Code § 3490

Roles and Responsibilities

1. The Library Director or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board of Trustee policies, administrative regulations, rules and procedures.
1. At the discretion of the Library Director or designee, a volunteer's service may be discontinued at any time.
2. The Library Director or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.
3. All volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board of Trustee policies, administrative regulations, rules and procedures. All volunteers shall be expected to maintain professional and ethical relationships with all Library patrons and personnel that are conducive to an effective, safe environment.

Recruitment and Selection

1. Each volunteer shall complete and submit a volunteer application.

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4. The names of all volunteers shall be submitted for approval by the Library Director or designee.
5. Upon approval, volunteers shall be placed on the list of approved volunteers.
6. Approval shall be required prior to beginning service as a volunteer.

Certifications/Clearances

1. Prior to being offered a volunteer position, prospective volunteers who are 18 years or older must complete and submit a Pennsylvania Criminal Background Check and ChildLine Child Abuse Clearance. No person will be considered for volunteer service if the information indicates the person has committed acts of child abuse or acts that are harmful or adverse to the interest of minors.
7. Volunteers who have not lived in the state of Pennsylvania for 10 years will also be required to pass the FBI Criminal Background Check. Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under 23 Pa. C. S. §6344.
8. The Library Director will maintain copies of the required original documents.
9. All checks and clearances must be obtained every five (5) years.
10. The Pennsylvania Criminal Background Check and ChildLine Child Abuse Clearance are free for volunteers. Volunteers requiring the FBI Clearance Background Check will be reimbursed for their costs after six months of service.
11. Youth volunteers under age 18 who have been convicted of or are currently under suspicion of either sexual or physical abuse of a minor, or who have a history of inappropriate conduct involving a minor, will not be accepted as volunteers.

Arrest or Conviction Reporting Requirements

1. Volunteers must complete the following form: [PDE 6004](#) and submit it to the Library

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Director or designee within seventy-two (72) hours of arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. Reportable offenses can be found on the form, [PDE 6004](#).

12. The Library Director or designee shall immediately require a volunteer to submit new certifications if the Library Director or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.
13. Failure to accurately report such occurrences may subject the volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

Child Abuse Reporting

All volunteers are Mandated Reporters. Any volunteer who has reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law and the Child Protection Policy #8.

Supervision

Each volunteer shall be under the supervision of a designated Library staff.

Training

Volunteers shall attend orientation, information, and/or training sessions, as appropriate to the nature of their volunteer service. When training is provided for employees relating to the legal obligations of employers and educational institutions such as libraries, consideration shall be given to which volunteers should also receive that training.

Confidentiality

No volunteer shall be permitted access to confidential patron information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential information shall maintain the confidentiality of that information in accordance with Library policies and procedures and applicable law. If a volunteer has questions about the confidentiality of said information, the

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volunteer should consult with the Library Director or designee.

Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.