

Joyner Library Procedure Manual

200.80

Subject: Volunteers

Title: Guidelines for Using Volunteers in Academic Library Services

Operational Procedure - Date Adopted by the Library Services Faculty:

Administrative Procedure: March 10, 1998

Issued by Administration: Gail Munde, Interim Director

Date Revised:

Academic Library Services welcomes qualified volunteers willing to provide assistance in all aspects of library operation. Appropriate recognition of volunteers' service should be made by ALS on a regular basis.

Volunteer assignments will be made as a mutual agreement between the volunteer and the appropriate department head who will orient, train, schedule and support the volunteer during the performance of his or her work, or may delegate these activities to another faculty or staff member.

A volunteer may refuse assignment to a department, or any task assigned. A volunteer may terminate his or her service at will and without further obligation.

Department heads are not obliged to accept the services of a volunteer and may reasonably decline or terminate the service of a volunteer.

Volunteers may perform any work for which they are qualified by previous experience or training, or any work for which they receive training from ALS personnel. Volunteers will not be required to drive vehicles, perform strenuous physical labor, work alone at a remote storage facility, or work after library building hours unless accompanied by a staff member. Volunteers are not bonded by the state and may not handle cash as a part of their assignment. Volunteers will not receive payment or other benefits in exchange for services and will not be reimbursed by the state for personal expenses or for purchases made on behalf of Academic Library Services.

No state property may be issued to volunteers or removed from the premises by volunteers in order to perform work elsewhere.

No special access to buildings, equipment, or computer networks will be provided to volunteers.