

COUNTY LIBRARY

POLICY AND PROCEDURE MANUAL

O.60

SUBJECT: VOLUNTEER PROGRAM

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BACKGROUND

Volunteers are those who give their skills and time without pay to an organization. The San Diego County Library has long enjoyed the tremendous asset of an active interested citizenry, inspired by love of books and reading.

The County Library continually seeks effective methods of utilizing the abilities, expertise, and enthusiasm of local residents interested in helping us reach our mission and goals.

O.60.1 PURPOSE

To establish guidelines on use of volunteers.

O.60.2 POLICY

The County Library will actively recruit, train, and place volunteers as it strives to fulfill its mission. Volunteers shall complement, not replace, paid staff positions. Volunteers will be utilized as nonpaid staff members subject to specific personnel procedures.

The County Library shall plan and implement a well-managed volunteers effort that will:

- Assist paid staff in maintaining existing services
- Enable the County Library to expand its services in needed areas
- Provide work experience and opportunities for citizen involvement
- Provide information about the County library to the community
- Enhance public education and community relations

O.60.3 GUIDELINES

Individuals interested in volunteering at the County Library, must fill out an application. If their services are needed at the branch, they are required to pass a background check. Some volunteers must also pass a medical exam, and/or fingerprinting through Live Scan.

Volunteers will be recruited, trained, and placed in accordance with specific procedures determined by the department.

Paid staff shall be fully informed about the nature and scope of the volunteer program and their individual responsibilities in working with volunteers.

Volunteers shall be considered an important part of the team of personnel providing service to the County Library. Regular County accident and injury procedures shall be followed when volunteers are involved.

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Guidelines and requirements are subject to change based on County, State and Federal policies and regulations.

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