

## VOLUNTEERS

The Lake Blackshear Regional Library System welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are recognized by the public as representatives of the library and are expected to conform to the same work and behavior code as employees. Volunteers shall have access to staff restrooms, lounge and work areas.

A volunteer shall be considered as any individual, 17 or older, who assists with work done at the Lake Blackshear Regional Library System, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Volunteers under 17 must have written permission from a parent or guardian to volunteer at the library. Volunteers are selected by the library staff, assigned a supervisor, evaluated, and retained as long as their services are needed. Both the volunteer and the Lake Blackshear Regional Library System have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Volunteers may be used for special events or projects, or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full- or part-time staff.

Volunteers do not receive wages or benefits. Friends of the Library and community service workers work under the same guidelines as other library volunteers.

Volunteers may apply for paid positions under the same conditions as other outside applicants. In accordance with labor laws and library policy, paid staff may not volunteer their services to the library except with written permission from the library director.

The Lake Blackshear Regional Library System will not provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Approved August 19, 2004