

## Joyner Library Procedure Manual

200.80

**Subject: Volunteers**

**Title: Guidelines for Using Volunteers in Academic Library Services**

**Administrative Procedure: March 10, 1998**

**Issued by Administration: Gail Munde, Interim Director**

**Date Revised: May 7, 2020**

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 or project manager who will orient, train, schedule and support the volunteer during the performance of their work, or may delegate these activities to another library employee.

A volunteer may terminate their service at will and without further obligation.

ALS is 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.