



# Volunteer and Presenter Policy

Policy Number: 090

Supersedes Policy #01-14; HR 009; #090 - 11/15/15

Authorized by: Board of Trustees

Effective: 05/25/2022

Review Date: 05/25/2027

1) **Purpose:**

To set forth guidelines for volunteers and presenters working in branches as well as at events and programs provided by Timberland Regional Library (TRL).

2) **Scope:**

This policy applies to all TRL volunteers and presenters in all TRL locations and applies to all TRL events, including virtual programming and outreach.

3) **Background:** None.

4) **Definitions:**

A. Background check: a criminal history search through a third-party provider, such as the Washington State Patrol.

B. Community Service: Court-authorized volunteer service.

C. Presenter: a person or group who provides a library program, including performances (music, dance, etc.), with or without compensation, and is not a TRL employee.

D. Volunteer: Any person who performs a service for TRL willingly and without pay, and who works under the direction and with the support of a staff member. This includes Friends of the Library as well as Community Services and Teen volunteers.

5) **Policy:**

A. All prospective presenters and volunteers must complete a Volunteer/Performer Background Check Form, a Mandatory Disclosure Form, and any other required forms before service. Long-term volunteers shall be rescreened at the beginning of each year, including Friends of the Library.

B. Presenters:

1. TRL welcomes presenters that enhance and enliven programs for the patrons and communities across our district.
2. All prospective presenters must complete a Performer/Presenter Application.

C. Volunteers:

1. TRL welcomes volunteers to assist with, and enhance, services and programs.

2. Volunteer service is predicated on an identified library or department need and falls under a volunteer job description. This does not preclude someone from applying for a volunteer position at any time. These applications will be considered for future volunteer recruitments and/or for community service project hours.
3. Nonexempt paid staff may not work as volunteers for TRL.
4. Assigned work will complement rather than replace staff duties.
5. All prospective volunteers must complete a Volunteer Application.

D. Minimum preferable age for all presenters and volunteers is 13 and all minors under 18 must have written parental or guardian approval. Minors must follow work hour guidance from Washington Department of Labor and Industries listed in the Volunteer and Presenter Procedure.

E. All applications and contracts will be valid annually, based on a January to December calendar year, and may be terminated at any time for any reason by TRL.

**6) References:**


- A. Background Check Policy.
- B. Performer/Presenter Application.
- C. Personal Service Contract.
- D. Volunteer and Presenter Procedure.
- E. Volunteer Application.
- F. Volunteer/Performer Background Check Form.
- G. Mandatory Disclosure Form.
- H. Washington State Department of Labor & Industries: Workers' Rights.

**7) Citations:**

- A. RCW 4.24.670.
- B. RCW 49.46.065.
- C. RCW 43.43.830 & 834.

 05/25/2022

Cheryl Heywood, Executive Director

 05/25/2022

Nicolette Oliver, President

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*

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