



Volunteer Program Policy

Policy Number: 090

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

Approved: 03/17/2009

Authorized by: Board of Trustees

Effective: 03/17/2009 - 11/15/2015

Review Date: 08/15/2015

1) **Purpose:**

The purpose of this policy is to set forth a volunteer program.

2) **Scope:**

This policy applies to Timberland Regional Library (TRL) staff and volunteers.

3) **Background:** None.

4) **Definitions:**

A. **Volunteer:** A volunteer is a 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.

5) **Policy:**

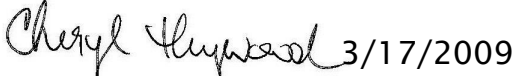
- A. TRL welcomes volunteers to sustain and enhance services and programs. Volunteers provide support for library events, projects and activities. They complement rather than replace staff. Paid staff may not work as volunteers for TRL.
- B. Volunteer service is predicated on an identified library or department need, and falls under a volunteer job description. Recruiting volunteers shall be based on an advertised position. This does not preclude someone from applying for a volunteer position at any time.
- C. Volunteers shall undergo background checks before being allowed to volunteer.


6) **References:**

A. None.

7) **Citations:**

- A. RCW 4.24.670.
B. RCW 49.46.065.
C. RCW 42.17.310.

 3/17/2009
Cheryl Heywood, Executive Director

 3/17/2009
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.