



DENTON PUBLIC LIBRARY

VOLUNTEER OPERATING POLICY

Approved by the Denton Library Board, April 14, 2005
Library Board approved revision, July 10, 2023

POLICY STATEMENT: The Denton Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers, both adults and youth, generally provide support services to paid staff and/or work on special projects.

Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. Volunteers will not take the place of paid staff but will provide special, unusual, or supplemental services.

The Library shall designate a Volunteer Coordinator for each library location to oversee the supervision of volunteers. Each department that uses volunteers shall designate employees to train and supervise volunteers.

Adult volunteers are recognized by the public as representatives of the Library and shall be guided by the same work, behavior, and dress code as employees. Each volunteer will be expected to meet the overall strength demand of the functions performed during a typical workday. Volunteers shall participate in a regular evaluation process, ~~and~~ will work under an at-will status, and may be discharged with or without cause or notice. All volunteers ages 16 and over are subject to a background check.

All volunteers must agree to a minimum time commitment of 12 hours annually. [Adult volunteers must view the video "DPL 101: Volunteer Basics," follow the instructions to complete a volunteer background check and create an account for the COD on-line volunteer database. Youth volunteers must, complete a volunteer application form, and be age 11 or older and also commit to 12 hours annually.](#) Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer for the Library, signing the Volunteer Agreement and Release and Background Check Authorization forms.

Summer Reading Challenge youth volunteers may wear appropriate summer wear in good taste, including shorts.

All volunteers will comply with City of Denton volunteer processes and procedures.



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LIBRARY VOLUNTEER GUIDELINES

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- ~~Anyone interested in volunteering must attend an orientation session as part of the application process. Orientations are held monthly.~~
- Volunteers must sign in at the service desk [or using the COD volunteer app](#) at the start of the shift and sign out at the end of shift.
- Library volunteers are required to wear identification badges when working in the library and to return them to the coordinator when they resign.
- Library volunteers will advise the supervisor concerning absences, changes in work schedule, or vacation.
- Library volunteers will notify the supervisor and the volunteer coordinator of the intention to vacate the volunteer position so that a replacement can be sought.
- The supervisor and the volunteer coordinator will assist with training, job assignments, questions, and concerns.
- Adult Library volunteers will dress according to the personal appearance policy of the City of Denton.
- A library volunteer is to keep confidential what he or she has seen a library customer check out.
- Volunteers should refrain from chatting excessively with staff and customers, especially about personal matters.
- Library volunteers will turn off cell phones while working. Personal phone calls should be made before or after working.
- Library supplies and materials are for use in the library by staff and volunteers during normal working hours. All materials and supplies are to be left in the library at the end of each workday.
- All library materials must be checked out on a valid library card.