

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

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| A.R. Number: | 10.12 |
| ORIGINAL DATE: | 09/09/2009 |
| BOLT Resolution #: | 09-81 |
| REVISED DATE: | |
| PAGE: | 1 |

SUBJECT: LIBRARY VOLUNTEER POLICY

I. PURPOSE

In order to achieve the mission of the Berkeley Public Library, the Berkeley Public Library encourages the active participation of citizens, of a variety of ages, as a valuable resource to the Library. The Berkeley Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers are valued by the library as an important support for paid staff and as a demonstration that residents appreciate the positive impact of the library on the quality of life in Berkeley.

II. POLICY

Volunteers are trained for routine, recurring tasks and/or occasional special events. The Berkeley Public Library shall make use of the services of interested volunteers. Volunteers shall not replace the work done by paid staff. The Berkeley Public Library volunteer program serves as a method for encouraging citizens to become familiar with, and advocate for, their library and the services it offers.

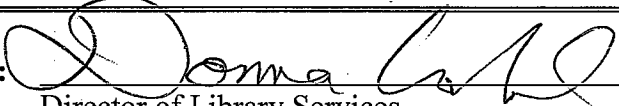
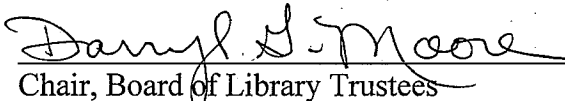
GENERAL PROVISIONS: Nothing in this policy shall be deemed to create a contract between the volunteer and the Berkeley Public Library. Both the volunteer and the Berkeley Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. Neither the City of Berkeley nor the Berkeley Public Library will provide any medical, 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. Volunteers cannot use City vehicles as part of their volunteer assignment. Volunteers who use their own cars as part of the volunteer assignment are required to use their own insurance and must sign a waiver releasing the City from liability. Volunteers will be given meaningful assignments, effective supervision, and recognition of good work.

Volunteers are requested to make a minimum commitment of three to six months, depending upon the volunteer project. Volunteers shall work during hours when adequate supervision is available. Volunteer schedules and specific time commitments will be arranged individually by each volunteer and his/her supervisor. In no case may a volunteer work in excess of 20 hours per week, over a six month period. Volunteers must complete a monthly report of hours and submit it to their supervisor at the end of each month. Volunteers are required to wear name badges when working in the library and to return the badge to their supervisor when they complete their volunteer assignment.

LIBRARY VOLUNTEER COORDINATOR: Prior to engaging in any volunteer activity, each volunteer will be required to submit a Berkeley Public Library Volunteer Application and register with the Library Volunteer Coordinator. Upon approval from the Deputy Director of Library Services, volunteers may be scheduled for training and work assignments. The Library Volunteer Coordinator is responsible for collaborating with Library staff in developing volunteer roles and assignments. Volunteer job descriptions outline qualifications, duties, and training requirements for each volunteer position. New volunteer jobs are discussed at regular meetings with employee labor unions.

BERKELEY READS LITERACY PROGRAM VOLUNTEERS: Recruitment, registration, intake, training, and supervision of volunteers working with the Berkeley READS Literacy program is overseen by the Adult and Family Literacy Coordinator. Volunteer roles and assignments relating to the Library's Adult and Family Literacy program activities will also be developed and monitored by the Program Coordinator.

EMPLOYMENT OF VOLUNTEERS: Volunteers seeking paid employment shall follow the City of Berkeley civil service employment application process in order to obtain employment in the library. A volunteer must be on the appropriate eligibility list before he/she may become a paid employee of the library.

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| Reviewed by: |  | <u>10/14/09</u> |
| | Director of Library Services | Date |
| Approved by: |  | <u>10-14-2009</u> |
| | Chair, Board of Library Trustees | Date |