

## EASTTOWN LIBRARY & INFORMATION CENTER

POLICY AREA: PERSONNEL

POLICY NAME: VOLUNTEER POLICY

ADOPTED: 5/15/2013

REVISED: 7/19/2017

Easttown Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all of the policies of Easttown Library and the rules outlined in the Volunteer Guidelines. Volunteers are selected on the basis of need and they are retained as long as the library needs their services. Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff. Services provided by volunteers will supplement regular services performed by library employees. Volunteers may apply for paid positions under the same conditions as outside candidates.

Prior to being offered a volunteer position, prospective volunteers 18 years and older will undergo a Pennsylvania Child Abuse History Clearance from the Department of Human Services, a Pennsylvania State Police Report of Criminal History, and an FBI fingerprint based federal criminal history. Volunteers are required to renew these background checks every 60 months. Should the volunteer obtain clearances at another institution where they volunteer, the Easttown Library will accept the original clearance certifications as proof of clearance. Clearances obtained for volunteer purposes may not be used for employment.

All application fees related to background checks will be at the expense of the Easttown Library. The results of the background checks will only be shared with the Library Director, the Director's assistant in the appointment process for the volunteer, and the prospective volunteer.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Library Director with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to termination or denial of a volunteer position.

The Library Director shall maintain copies of the required information and require the individual to produce the original documents prior to volunteering or acceptance to serve in any such capacity, except provisional volunteers for limited periods.