



Volunteer Policy

Oak Ridge Public Library is grateful to the community members who offer their time and talents volunteering at our public library. People ages 14 and up are welcome to undertake volunteer duties at Oak Ridge Public Library to help make the facility a welcoming place for all. In order to make this service an effective and pleasant one for all volunteers, the Library has established the following guidelines.

- Volunteers are expected to be responsible, able to handle their assignments, and to ask questions for clarification as needed.
- Volunteers with challenges requiring supervision should be accompanied by a parent or caregiver at all times.
- Volunteers typically work one or two hours per shift. Volunteers are expected to let the library staff know if they will be unable to work their usual shift.
- Volunteer shifts will be scheduled only during normal Library operating hours. Shifts in the Children's Room are only scheduled Monday-Friday from 10-5:30.
- Each volunteer will work with the Volunteer Coordinator to determine a mutually agreeable assignment and schedule. Volunteer shifts are scheduled so that work will be ready for them.
- The Children's Room staff will ensure that the tasks provided to the Children's Room volunteers are age appropriate and within the capabilities of the individual volunteer.
- Volunteers are asked to refrain from socializing with their friends or having extended cell phone conversations while volunteering.
- All volunteers must conduct themselves in a manner consistent with the Library Ground Rules, including ensuring that all library materials are properly checked out, not damaging library property, and communicating with staff respectfully.
- The Library reserves the right to deny volunteer privileges to anyone not abiding by these guidelines.
- The Library is not able to provide supervised court-mandated community service.

Volunteers needing a summary of their hours are asked to give at least 2 days' notice so that hours may be compiled. Volunteers are responsible for submitting any paperwork (i.e. Boy Scouts, National Honor Society, etc.) that requires a staff person's signature.