



Volunteer Policy

Approved by the Lawrence Public Library Board of Trustees on 05/20/2002. Revised 11/16/2015; 7/18/2022; 07/21/2025. Next review date: 07/2028.

Introduction

Lawrence Public Library believes that volunteers are valuable resources. Through the support of volunteers, the Library can expand its services, as well as reach and develop partnerships with more members of the community. Furthermore, the volunteer program provides additional opportunities for community members to participate in Library activities.

Definition

Volunteers consist of persons who complete tasks for the Library without compensation. Volunteer positions may include time-bound, short term opportunities or ongoing, long-term assignments. Volunteers will not be used to replace paid library staff.

Recruitment and Application

All volunteers who intend to work at the Library on a long-term assignment must fill out a volunteer application form, which may require the applicant to provide the Library with supplemental materials, including but not limited to references, a letter of recommendation, and/or an essay discussing their motivation for volunteering.

Volunteers shall be recruited without regard to any individual's age, disability, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must demonstrate legal guardian approval in the form of a signed permission slip and release of liability.

All volunteers who are accepted into the volunteer program through preliminary screening will be checked against the National Sex Abuse Registry. Additionally, volunteers who work in areas serving vulnerable populations will be subject to a background check. The Library may perform

a background check on other volunteers as deemed necessary. Following the submission of an application, candidates must complete an interview and orientation program before final acceptance into the Library volunteer program.

Volunteer Responsibilities

Volunteers will:

1. Follow all library policies and procedures, including those relating to confidentiality of library records; and
2. Follow procedures outlined in the Volunteer Handbook.

Library Responsibilities

The Library will:

1. Provide relevant orientation, training, and ongoing supervision to volunteers;
2. Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library;
3. Provide written position descriptions for all volunteer assignments; and
4. Treat volunteers with the same consideration afforded to staff.

The Library may at any time, for any reason, decide to terminate a volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.