



Volunteer Policy Kuna Library District

The Kuna Library District (KLD) recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. By enhancing, rather than replacing, adequate staffing levels, volunteers aid the Library in making the best use of its fiscal resources. They help connect the Library to other community groups and organizations. They are liaisons to the community and, by their contributions, are advocates for quality library service.

KLD volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Each volunteer must complete the “Volunteer Application” which will be kept on file in the library for six months. Forms are available at the circulation desk. Volunteers will be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments. The placement of volunteers is at the discretion of the Library Director or designee.

KLD volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers may not staff public service desks nor use staff computers. Likewise, volunteers may not access their personal library records.

Kuna Library District volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers work with the status of “at will” and KLD has the right to terminate the volunteer’s working association with the Library at any time, for any reason.

Volunteers may be asked to work on projects that are supportive of staff efforts. Not all volunteer opportunities are available at all times; however, some of the tasks regularly performed by volunteers include: shelving books and other materials, dusting books and shelves, shelf reading, repairing and cleaning library materials, assisting with program preparation, processing new materials and other projects as available and deemed appropriate by the Library Director or designee. Volunteers are asked to record their hours of service in the “**Volunteer Log Book**” located at the Circulation desk.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director, or designee, prior to being accepted for service.

Parents or guardians of teen volunteers must sign a consent form for their children to perform volunteer service hours at the Library. Teens interested in volunteering at the KLD during summer school vacation are required to complete a volunteer application. Available volunteer positions for the summer are limited in number and the application may have a deadline for submission. Prospective volunteers are encouraged to contact the Program’s Department for more information about summer teen volunteer opportunities. The same requirements and expectations for adult volunteers (as described above) also apply to teen volunteers.