

**VOLUNTEER POLICY**  
(Proposed 10-22-2007, Approved 11-19-2007)

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**LEIGHTON TOWNSHIP LIBRARY VOLUNTEER POLICY AND CODE OF CONDUCT REGULATIONS.**

**VOLUNTEER POLICY**

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**DEFINITION OF A VOLUNTEER.**

A "Volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Leighton Township Library. Volunteers shall not be considered "employees" of the Leighton Township Library.

**COMMUNITY SERVICE**

The Leighton Township Library may accept as volunteers those participating in student community activities, student intern-projects, corporate volunteer programs and other volunteer referral programs. Volunteers may need work samples and professional references. Volunteers may be subject to criminal record checks.

**INSURANCE AND LIABILITY**

Approved volunteers in good standing may be protected under the "Directors and Officers" liability policy held by the Leighton Township Library. Such coverage may only exist while volunteering on behalf of the Leighton Township library under the direction of its staff. Volunteers hereby waive any claims against, indemnify, and hold harmless the LLT, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Leighton Township Library's volunteer program.

**VOLUNTEERS UNDER 18**

Volunteers under 18 years old must complete and sign a waiver of liability and code of conduct. The waiver and code of conduct must be co-signed by a parent or legal guardian in order to volunteer with the Leighton Township Library.

**DISCRIMINATION**

The Leighton Township Library is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, gender, color, religion, sexual orientation, geography or age.

#### SERVICE AT THE DISCRETION OF THE LIBRARY

The Leighton Township Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library director. Leighton Township Library may at any time and for any reason, decide to terminate the volunteers relationship with the library. The library director should communicate notice of such a decision to the volunteer, in writing, as soon as possible.

#### REPRESENTING THE LEIGHTON TOWNSHIP LIBRARY

Volunteers are not to contact organizations, individuals or other volunteers on behalf of the Leighton Township Library unless authorized to do so by the director. All such contacts shall follow accepted professional practice.

#### CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to do so may result in disciplinary action up to and including discharge.

#### COPYRIGHT/OWNERSHIP ISSUES.

Material produced by volunteers for the Leighton Township Library including newsletter articles, graphic materials, web page designs, narratives, research, compilations, instructional texts etc., becomes the property of Leighton Township Library upon submission and approval.

#### ENDING YOUR VOLUNTEER ROLE

You may cease volunteering with the Leighton Township Library upon the completion of any volunteer assignment, or when not currently engaged in an assignment. Notice is to be given to the Director.

#### DISMISSAL OF A VOLUNTEER

Volunteers who do not adhere to the policies, rules and procedures of the library or who fail to perform their duties satisfactorily are subject to dismissal. Volunteers will have the opportunity to discuss the reasons for their dismissal with the Director. Grounds for dismissal include but are not limited to: gross misconduct or insubordination; theft of property or misuse of Leighton Township Library materials; abuse or mistreatment of patrons, staff or other volunteers.