

Volunteers Policy

The Waco-McLennan County Library offers a volunteer program to give community members fulfilling opportunities to use their skills to serve the community, to supplement the efforts of library staff, and to further the relationship between the library and the community it serves.

All potential volunteers 18 years and older must complete a volunteer application form and pass a background check prior to beginning volunteer service. Background checks are processed through the City of Waco Human Resources Department.

Volunteers under the age of 18 must have a signed parental permission form on file.

The library does not accept volunteers for court-ordered community service.

Conditions of Volunteer Service

Nothing in this policy shall be deemed to create a contract between the volunteer and the Waco-McLennan County Library or the City of Waco. Both the volunteer and Waco-McLennan County Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

The Waco-McLennan County Library and the City of Waco do not provide any wages, salary, medical, health, worker's compensation or any other employment benefits to any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Volunteers are expected to use safe and responsible precautions, practices and behavior.

Volunteers are expected to abide by a dress code appropriate to the duties they may be performing.

Volunteers may be asked to volunteer off of Library property and must provide their own transportation to and from the site without compensation or reimbursement.

Volunteers are expected to abide by the same rules of conduct, ethical standards and confidentiality requirements that apply to Library staff. Volunteers are bound by all policies and procedures of the Waco- McLennan County Library.

Volunteers of agencies who may use library facilities such as AARP Tax Aides and Angel Paws are expected to have a background check completed by their agency that is comparable to that of Library volunteers.

Former Library Employees

Former Library employees must wait a minimum of three months after their separation date of employment with the Library before entering into volunteer service at the library. Former employees are permitted to volunteer as an episodic volunteer, at the Friends of the Library Book Sale and/or Genealogy Lock-In within three months of leaving their position. As with any other

volunteer, an application, interview and background check are required prior to placement and beginning service.

Fair and Professional Treatment

Volunteers of the Waco-McLennan County Library shall be accorded the same respect and courtesy given to paid employees of the library.

Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director. If a staff person has a grievance with a volunteer, the same procedures will be followed.

Responsibility and Authority

The Library Director is given the authority to establish guidelines and procedures as may be necessary to carry out this policy to ensure fair and professional treatment for Library volunteers.