

ORANGE PUBLIC LIBRARY VOLUNTEER SERVICES

*Adopted by the Orange Public Library Board of Trustees on December 18, 2006
Revised & Adopted: 8/17/2015; 12/20/2019; 9/21/2020*

The Orange Public Library provides volunteer opportunities for ages 13 and older. Volunteers provide assistance to Library staff as needed, but are not intended to replace paid staff duties. Volunteer duties may include: assisting with the Summer Reading Program and other programs, storytelling, Homework Center assistance, Adult Literacy tutoring, Technology assistance, shelving books, delivering and returning books, processing new materials, and conducting public relations activities.

For the safety of our users, volunteers and staff, and to conform with health and government orders, the following actions are required on Orange Public Library property:

- Abstain from entering the library if you experience any COVID-19 symptoms or if you have been exposed or in close contact with anybody within the past two weeks that has tested positive for COVID-19.
- Wear a face covering over the nose and mouth at all times.
- Practice social distancing at all times by maintaining a distance of at least six feet from all others.
- Follow proper sanitation procedures, including washing hands frequently, covering nose and mouth with a tissue or elbow when sneezing or coughing, and partaking of hand sanitizer provided by the library.
- Use only designated computers, furniture, and equipment.
- Adhere to public health and safety policies as mandated by City, County, and State health and government agencies.

VOLUNTEER CLASSIFICATIONS

Adult Volunteer - An individual age 18 or older.

Teen Volunteer - An individual age 13 to 17.

Event Volunteer - An individual or group who assists with a program or event no more than five times a year. Event volunteers must complete and sign a waiver before engaging in any volunteer activity.

Intern - An individual who volunteers for course credit and/or pay through his or her academic institution, or as part of a grant awarded to the Library.

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VOLUNTEER SERVICES (cont'd)

GENERAL SPECIFICATIONS FOR LIBRARY VOLUNTEERS

- Volunteers agree to a six-month (or longer) commitment and a minimum of 30 hours of service.
- Volunteers will receive orientation and training by the supervisor of their assigned division. Scheduling will be determined by the supervisor and the volunteer.
- Volunteers are expected to arrive on time and begin work as scheduled.
- Volunteers are expected to call their assigned supervisor and/or library staff if they will be absent.
- Both the volunteer and the Orange Public Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.
- The Orange Public Library does not accept court-referred volunteers.

SCREENING AND BACKGROUND CHECK

Prior to engaging in any volunteer activity, each volunteer or intern is required to:

- Submit a completed Volunteer Application.
- Meet with a supervisory staff member for an interview.
- Pass a background check, which may include fingerprinting and/or drug screening (volunteers age 13-15 are excluded).
- Be cleared of the background check by the City's Human Resources Department.
- Complete the volunteer safety training before returning to serve on site.

VEHICLE OPERATION

Homebound Delivery Service Volunteers must provide the following:

- Copy of Current Driver's License
- Copy of Proof of Insurance
- DMV Driving Record
- DMV Pull Notice Form

Copies of all documents will be filed with the Volunteer Coordinator and the City's Human Resources Department.

VOLUNTEER LIABILITY

Under provisions of the Workers' Compensation Insurance Law of California, any volunteer who is injured while performing volunteer duties for the Orange Public Library is entitled to medical care coverage. The City of Orange is self-insured for workers' compensation.

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VOLUNTEER SERVICES (cont'd)

INTERNSHIP ASSIGNMENTS

- Intern assignment descriptions will be available for the following areas: Local History, Lending Services, Adult & Branch Services, Children's & Teen Services, Technology Services, Adult Literacy, and special assignments.
- The assignment description must stress the value of the project for both the student and the Orange Public Library.

TRAINING AND SUPERVISION OF INTERNS

- The staff member who outlines an individual internship project will be responsible for training and supervising that volunteer intern.
- All schedules will be agreed upon between the intern and the supervising staff member.
- The supervising staff member will report student progress and complete an evaluation at the end of the service.
- Participation in a student internship program shall be considered a privilege, which may be revoked at any time by the Orange Public Library.