

Volunteer Policy

I. Purpose

The library will not discriminate against a qualified potential volunteer on the basis of age, color, creed, disability, familial status, gender identity, lawful source of income, marital status, national origin, race, religion, sex or sexual orientation.

Based on the needs of the library and the availability of the volunteer, we cannot ensure that volunteer work will be available for everyone who wants it.

II. Applying to be a Volunteer

When applying to volunteer at CCPLS, volunteers will:

- Complete the online application at the CCPLS website.
- Receive an informal library orientation upon beginning their volunteer duties.
- Be dependable and punctual. If unable to fulfill their obligations, volunteers should contact the volunteer liaison as soon as possible.
- Be at least 16 years old. Those younger than 16 are welcome to inquire about possible opportunities.

III. Job Expectations

Volunteers:

- Are to be treated with respect and fairness.
- Are to be provided with meaningful assignments and receive effective supervision and guidance.
- Will be assigned work duties based on library needs.
- Agree to perform their assigned duties to the best of their abilities.
- Agree to support the mission of the library.
- Represent the library and are thus expected to act professionally when dealing with patrons and patron issues and to abide by library policies.
- Should find an appropriate staff person if approached by patrons for assistance.

- Are required to sign in and out each time they report to work. The library keeps records of volunteer hours, in recognition of community support for the library.
- Individuals aged 18 and older are required to pay for and successfully complete a background check.
- Must follow the staff dress code.
- Are not to initiate projects or implement changes to any CCPLS property without guidance from the Director or the Assistant Director.

Policy Adopted: March 2026