

# Volunteer Policy

Adopted by the Norwin Public Board of Trustees February 2026

## Purpose

Library volunteers support and enhance the work of Norwin Public Library (NPL).

The purpose of the Norwin Volunteer Policy is to protect the rights and safety of Library patrons, staff and volunteers, as well as to preserve and protect the materials, facilities and property of NPL.

## Definition

A Library volunteer is defined as an individual who assists with work done at NPL without promise, expectation or receipt of compensation for services rendered. For the purposes of NPL policies, the board members of the Norwin Public Library and the Friends of the Norwin Public Library are considered to be Library volunteers and subject to this policy if/when they volunteer for the Library.

Volunteer applicants under the age of 18 are required to have a written parental/guardian permission before volunteering. All applicants must be at least 16 years old. Applicants 18 years of age and older must undergo a PA State Criminal Background check, PA Child Abuse History Clearance.

## Volunteer Placement

- Volunteers are placed in positions best suited to their skills and abilities, but the needs of the Library is always the primary consideration.
- NPL does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
  - Qualifications of volunteer applicants
  - Needs of NPL at any given time
  - Volunteer's ability to commit to a consistent schedule of hours (if required); and
  - Availability of staff time to supervise volunteers

## **Volunteer Application and Interview Requirement**

- All NPL volunteer applicants must complete a volunteer application form. Receipt of applications will be acknowledged within two weeks of submission.
- Applicants will be contacted to be interviewed for possible placement by the Assistant Director, or other staff member as appropriate. The interview will include an overview of the volunteer program overall, appropriate Library policies, and a description of the current volunteer opportunities.
- No Department of Corrections Mandated community service hours may be fulfilled at the Library.
- Community Service hours for the National Honors Society or other academic or educational requirement may be fulfilled at the Library.

## **Work Assignments, Supervision & Training**

- Volunteers are generally asked to serve three hour shifts, subject to modification as needed.
- Volunteers who have been matched with a volunteer assignment will meet with the supervisor for that assignment for training specific to that assignment.
- Volunteers are assigned to roles that support staff efforts, but will not be used to fill the roles of our professional paid staff or replace them in any way.
- Volunteers should make every effort to contact their supervisor if they will be absent or tardy.
- Volunteers who are family members of Library staff may not be placed under the direct supervision of their family member.
- Volunteers may be dismissed from duties at any time without cause.

## **Screening of Employees as Volunteers**

In order to comply with the Department of Labor's Fair Labor Standards Act and specific regulations, NPL will use the following criteria to determine if an employee may volunteer. An employee may be considered for a volunteer position if:

- The services are entirely voluntary, with no coercion by staff, no promise of advancement, and no penalty for not volunteering;

- The volunteer does not replace another employee or impair the employment opportunities of others by performing work that would otherwise be performed by regular employees;
- The volunteer serves without promise, expectation or receipt of compensation for services rendered;
- The activity does not take place during the employee's regular working hours or scheduled overtime hours;
- The volunteer time is insubstantial in relation to the employee's regular hours.
- Employees may qualify as volunteers only if they volunteer to perform distinctly different services than they are otherwise employed to perform.
- Former employees will be permitted to volunteer with the approval of the Library Director and be provided a complete understanding and description of the role of volunteer vs. staff tasks.
- Former employees must wait at least 30 days from their last day of employment to begin volunteering at NPL. They must also sign the Volunteer Agreement (below).

**Norwin Public Library Volunteer Agreement for Former Employees**

I \_\_\_\_\_ hereby confirm that I voluntarily resigned my position at the Norwin Public Library as of \_\_\_\_\_. I understand that I cannot return to NPL as a volunteer until a minimum of 30 calendar days after the effective date of my resignation.

This is also to confirm that it is solely my decision to volunteer at NPL and that no one at NPL has in any way attempted to persuade or otherwise influence my decision to resign my position or to return as a volunteer.

I agree to abide by this policy and acknowledge receipt of a copy of it with my signature

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

