



Volunteer Policy	
ADOPTED DATE	9/22/2022
REVISED DATE	1/22/2026
REVIEW DATE	
REVISION #	0.1

# LIBRARY POLICY

## Volunteer Policy

### PURPOSE

This policy outlines the eligibility and responsibilities for library volunteers who enhance and expand public service to the community. The Friends of the Frankfort Library is a distinct non-profit organization with their own policies and procedures for volunteers.

### POLICY

The Frankfort Public Library District recognizes and appreciates the hard work and unique talents that volunteers offer the Library. Volunteers help the Library expand and enrich its services. The Library encourages volunteerism by providing opportunities for residents to perform a variety of tasks and functions. Volunteers serve without promise, expectation, or receipt of compensation for services rendered.

The Frankfort Public Library District shall use the services of volunteers to:

- Supplement the efforts of paid Library Staff, but not replace the work done by staff
- Serve as a method for encouraging community members to become familiar with their library and the services offered
- Serve as a way for community members to gain meaningful experience, meet new people, and make a difference in their community

To be considered for a volunteer position, individuals must fill out a volunteer application form. Community members age 12 and over or in grade 6<sup>th</sup> or higher are eligible to apply for volunteer opportunities. Youth ages 12 to 17 or in grade 6<sup>th</sup>-12<sup>th</sup> may only apply to serve as volunteers for designated teen service projects and must have written parental approval. Volunteers may be required to complete an orientation before serving in a volunteer role.

The Library cannot accommodate persons seeking to fulfill court-ordered community services or peer jury sentencing. Volunteers will not be accepted if there is no suitable job match after considering skills, interests, schedule, and transportation. If no suitable job is available, the volunteer will be informed that their application will be kept on file for one year and they will be contacted if there is an opening.

Once assigned, volunteers will continue to serve by mutual agreement with staff. Volunteers will be assigned to conduct specific tasks. Staff will work with volunteers to ensure that they understand their responsibilities. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteer work does not guarantee hiring into a paid library position and is not the purpose of the Volunteer Program.

Nothing in this policy shall be deemed a contract between the volunteer and the Frankfort Public Library District. The Library does not provide any health, accident, or worker's compensation benefit for any volunteer. If a

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volunteer is injured in the course of their volunteer activity, their relationship to the Frankfort Public Library District will be that of any member of the public using Library facilities. Any injuries should be reported to the supervisor and the senior Library staff member present.

Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as Library staff. Volunteers must maintain confidentiality of privileged information that they are exposed to while volunteering. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

The Frankfort Public Library District maintains a strong equal opportunity policy. Volunteers are recruited, placed, trained, recognized, and dismissed on the basis of competence and job performance without regard to any individual's actual or perceived characteristics protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law.