

## 5.70 Volunteers

The Royal Oak Public Library (“Library”) recognizes the need for and welcomes community volunteers to supplement but not replace library staff in delivering quality public service. Volunteers are individuals who give their time and talents to the Library without compensation.

- I. Rules for Volunteers.
  - a. Application. All interested individuals must complete a Volunteer Application.
    - i. Volunteers aged eighteen (18) years and older must complete both the Volunteer Application and the Consent to Background Check forms.
    - ii. Volunteers under the age of 18 must have parent/legal guardian approval. Minors must be at least fourteen (14) years of age to volunteer at the Library.
  - b. Minor Volunteers. Volunteer service for minors will be in accordance with the Michigan Youth Employment Standards Act (YESA), which includes the requirement of a work permit before starting volunteer service.
  - c. Approval. The Library Director shall have the authority to approve the use of volunteers. Volunteers will be recruited without regard to any individual’s age, race, creed, color, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.
  - d. Prohibited Activities. Volunteers may not:
    - i. Perform activities that could reveal confidential patron information
    - ii. Use the Integrated Library System (ILS) without proper training and supervision.
- II. Placement, Supervision and Training
  - a. Volunteers are assigned roles aligning with their skills, interests, and schedule.
  - b. Volunteers will work under the direction of the Library staff volunteer coordinators, the Friends of the Royal Oak Public Library, or the project manager of the Butterfly Garden.
  - c. Volunteers must attend orientation training, including safety and policy briefing.
- III. Expectations and Conduct
  - a. Volunteers must adhere to library policies, including patron privacy and confidentiality.
    - i. Name badges must be worn identifying the individual as a volunteer.
- IV. Volunteers must exhibit professional behavior, consistent with that required of all staff.
  - a. Absences, tardies, or leave earlies must be reported to the appropriate volunteer supervisor.

- V. Release from Duties.
  - a. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.