

POLICY MANUAL

VOLUNTEER POLICY

The Oxford Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all of the policies of the Oxford Library. Volunteers are selected on the basis of need and they are retained as long as the library needs their services. Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff. Services provided by volunteers will supplement regular services performed by library employees. Volunteers may apply for paid positions under the same conditions as outside candidates.

Prior to being offered a volunteer position, prospective volunteers 18 years and older will undergo a Pennsylvania Child Abuse History Clearance from the Department of Human Services and a Pennsylvania State Police Criminal Record Check. Prospective volunteers who have lived outside of Pennsylvania in the past ten years will be required to submit an FBI fingerprint based federal criminal history.

The results of the background checks will only be shared with the Library Director, the Circulation Manager, and Children's Librarian in the appointment process for the volunteer, and the prospective volunteer.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Library Director with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

The Library Director shall maintain copies of the required information and require the individual to produce the original documents prior to volunteering or acceptance to serve in any such capacity, except provisional volunteers for limited periods.

The Library Director shall develop procedures and guidelines related to the screening of potential volunteers, matching them to positions, training and orientation, management and communication, and recognition.