

Volunteers

As the need arises, the Auburn Public Library accepts applications from patrons (age 14 and older) who wish to support the Library as a volunteer. Volunteers will augment and support basic library services, but they will not be a replacement for paid staff positions.

For purposes of this policy, the word “volunteer” includes patrons (age 14 and older) and members of the Auburn Public Library Foundation who volunteer to assist with general library operations.

Recruitment, Selection, and Management

The Public Services Management Team will develop procedures for the recruitment and selection of volunteers, as well as the management of the volunteer program.

Background Checks

All volunteer applicants who are 19 or older will be subject to a background check. All volunteer applications indicating a criminal history will be reviewed by the Library Management Team. Applicants with a criminal history will only be accepted if the Library Management Team determines that the acceptance of the applicant will not jeopardize the safety of Auburn Public Library patrons and staff or the safety and integrity of APL resources.

Volunteer Expectations

Library volunteers are expected to perform assigned service duties and to follow library policies. Library staff reserve the right to end a volunteer’s term of service at any time. A volunteer whose term of service has been ended by Library staff will not be reconsidered for volunteer service.

Service Organizations

The application process and background check will not be required for service organizations not affiliated with the Library, given the following criteria:

- the organization volunteers as a group;
- the organization is supervised by an organization staff person or representative;
- and,
- the activity for which the group volunteers is a single event.

Court-Ordered Community Service Volunteers

The Auburn Public Library will work with the Municipal Court to accept volunteers who have a court-ordered community service obligation on a case-by-case basis.