

Omaha Public Library (OPL) Volunteer Policy

PURPOSE:

This policy provides overall guidance and direction to volunteers and library staff. OPL utilizes volunteers to augment and enhance the delivery of library services. Volunteer opportunities offer patrons a way to contribute to the community and learn more about the library.

DEFINITION:

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of library employees on behalf of the library.

POLICY:

Volunteer Assignments:

Every volunteer assignment or activity must have a written description. This description provides staff and volunteers with a clear explanation of responsibilities, qualifications, and time commitment needed for the assignment or activity.

Volunteer positions may include assignments or projects that are:

- Short-term or long-term to be completed within a defined period
- Ongoing without an identified end date

OPL does provide volunteer hours for court-related community service.

Volunteer Qualifications:

- OPL accepts volunteers ages 11 and older. Youth ages 11-18 must have legal guardian approval.
- OPL reserves the right to perform a background check and/or check references on volunteers.
- Volunteers must fill out an application form before volunteering.
- Volunteers must comply with the guidelines and procedures in the *Volunteer Orientation Manual* and abide by the same rules of conduct, ethical standards, and confidentiality requirements that govern staff.
- OPL does not discriminate based on age, color, creed, disability, familial status, gender identity, national origin, political beliefs, pregnancy, race, religion, sex, or sexual orientation.

Placement and Supervision of Volunteers:

- Volunteers are placed in positions best suited to their skills, abilities, interests, and availability.
- OPL does not guarantee a position for each prospective volunteer and has the right to reject any application without reason.
- Volunteer placement is based on the:
 - Qualifications of volunteer applicants
 - Needs of OPL at any given time
 - Volunteer's ability to commit to a consistent schedule of hours (if required)
 - Availability of staff time to supervise volunteers
- Volunteers will be assigned to an on-site supervisor and follow work procedures established by the staff member.
- Volunteers are expected to adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety

procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.



IMPLEMENTATION:

OPL staff are responsible for enforcing this policy.

Approved by the Board of Trustees
of the Omaha Public Library, August 20, 2025