VOLUNTEER POLICY

The Newton County Library System supports community involvement and the services of volunteers to help provide quality public service.

Guidelines

- Library volunteers must first fill out a Newton County Library System Volunteer Application Form and Waiver*.
- Parents/guardians of volunteers under the age of 18 must sign a consent form for their children to perform volunteer service hours at the Library.
- Volunteers under the age of 12 must be accompanied by an adult.
- Under Georgia state law, (O.C.G.A. § 19-7-5) library volunteers are considered mandatory reporters of suspected child abuse. All volunteers must obtain certified mandatory reporter training prior to beginning volunteer duties.
- All volunteers must be accepted by the library prior to performance of assigned tasks.
- Volunteer applicants may be interviewed to determine their interests and levels of experience.
- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.
- Volunteers are responsible for maintaining the confidentiality of ALL Library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- The volunteer schedule, duties and the number of volunteers accepted is based on the amount of work and needs of the library and may be changed at any time.
- Volunteers who need a letter of reference or verification of hours worked should request the document within one month of the last day of a volunteer’s term of service.

*Background Checks: Volunteer applicants may be subject to a background check. The National Sex Abuse Registry will be checked for all applicants. Any applicant with a criminal history including sex/child abuse convictions/deferments, and/or any other felonious crime(s) will automatically be denied volunteer placement.

Newton County Library System does not accept court mandated volunteers.