



Newton County Library System
Adopted by the Library Board of Trustees August 7, 2014.

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.