

Oregon State Library

Policies and Procedures

VOLUNTEER SERVICE PROGRAM POLICY

Approved by:

Mary Kay Dahlgren

Date:

11/14/14

APPLICABILITY

Oregon State Library Staff, Board of Trustees, Advisory Councils, and Volunteers.

REFERENCE (reviewed and is correct)

Sections 4 & 5, The Fair Labor Standards Act of 1938, as Amended, WH publication 1318, U. S. Department of Labor, revised March 2004; *Wage & Hour Laws, Handbook for Oregon Employers, Bureau of Labor and Industries (BOLI)*; Risk Control Planning for Volunteer Programs, DAS, Risk Management Division, revised 11/02; Oregon State Library (OSL) Volunteer Program Strategic Plan; *OSL Volunteer Handbook, A Guide to Volunteerism*.

VOLUNTEER SERVICE PROGRAM VISION AND PURPOSE

Citizens who volunteer are a valuable resource for the Oregon State Library. The Library Board of Trustees and the State Librarian support and encourage the Volunteer Service Program. Volunteer efforts promote community awareness of the many services of the State Library and assist staff in the achievement of the mission and goals of the State Library. The staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers may serve at all levels of the library. The Volunteer Program Coordinator provides oversight of the agency volunteer program.

Vision

The Oregon State Library Volunteer Service Program creates an environment where volunteers donate their skills and time while contributing to the efficient delivery of State Library services.

Mission

The mission of the Volunteer Service Program is to administer a program of volunteers to support but not supplant the assignments of employees and special projects and gives the State Library staff opportunities to provide mentoring and work experience to help develop the library workforce.

ROLE OF VOLUNTEER PROGRAM COORDINATOR

The Volunteer Program Coordinator is an administrative position responsible for the oversight of the agency volunteer program. This responsibility includes: strategic planning and development with staff; fostering key partnerships in the community; maintaining the *OSL Volunteer Handbook, A Guide to Volunteerism*; record keeping and reporting; recruiting; interviewing;

Relatives of Employees as Volunteers: Family members of State Library staff may volunteer. They will be interviewed and screened through the regular process.

Minors as Volunteers: The State Library will not place volunteers under the age of 14. Minors between the ages of 14-18 will be considered through established student-to-work experience programs, community service programs or when deemed appropriate by the volunteer coordinator or manager. The tasks assigned to a minor will comply with child labor laws as outlined by BOLI.

Volunteer Appreciation and Recognition: This is intended to reward and reinforce positive volunteer contributions to the mission of the State Library. Appreciation and recognition opportunities are extended to all State Library volunteers. Divisions will extend informal appreciation and positive feedback for volunteer efforts on a regular basis. Formal recognitions will be planned and organized by the Volunteer Program Coordinator.

VOLUNTEER SERVICE

The State Library accepts the service of a volunteer with the understanding that such service is at the sole discretion of the State Library. Volunteers agree that the State Library may at any time, for whatever reason, decide to discontinue the volunteer's relationship with the agency.

The State Library agrees that volunteers may at any time, for whatever reason, decide to discontinue the volunteer's relationship with the State Library. Notice of such a decision should be communicated as soon as possible to the Volunteer Program Coordinator.

Volunteer hours at the State Library building will be between 8:00 a.m. and 5:00 p.m. The State Library building is open to the public Monday through Friday, between 8:00 a.m. and 5:00 p.m.

All volunteers will have appropriate rest periods according to BOLI Wage and Hour Law. (Oregon Administrative Rule 839-001-0000).