



Volunteer Policy

Crandall Public Library (CPL) has a long tradition of using volunteers to help us better serve our community by supporting the Library's mission. Volunteers generally work on special projects, events or programs. Volunteers will not be used to replace the work done by paid Library staff.

A volunteer is identified as a person who offers to perform a task or service freely for the Library without compensation or benefits.

Prospective volunteers are required to submit a completed volunteer application form. Volunteers are accepted based on their qualifications and ability to commit to a consistent schedule of hours in relation to the needs of the Library at any given time. If the interests and abilities match Library needs, staff will contact you. Acceptance of an application is at the Library's discretion. If there are no volunteer opportunities at the time, volunteer applications are held for one year.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Permission of a parent or guardian is required for all volunteers 12 - 17 years of age. Permission is provided by the parent or guardian's signature and date on the volunteer application form. A yearly background check is required for all volunteers 18 years of age and over, as well as for emancipated minors.

Volunteers are expected to conduct themselves in accordance with, and 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.

CPL will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for injuries sustained while functioning as a volunteer. The Library will not provide unemployment or disability benefit for volunteers.

In the event that a volunteer is unable to adequately perform the duties assigned, and no other appropriate tasks are available, the volunteer may be removed from service. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Nothing in this policy shall be deemed to create a contract between the volunteer and CPL. The volunteer, and the Library, have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. Volunteers may announce their separation at any time.

Adopted by the Crandall Public Library Board of Trustees December 3, 2025.