



## POLICY

SECTION: 9.5

SUBJECT: Volunteers

Richmond Public Library is most appreciative of those willing to volunteer their time and skills. Volunteers will be accepted at the discretion of the Library/Community Services Manager or Library Administration.

- Generally, volunteers are at least 16 years of age due to the guidelines set forth in the **Youth Employment Provision** of the **Fair Labor Standards Act** (29 CFR, pt. 570).
- Volunteers aged 18 and older are encouraged to register through the City of Richmond's **Neighbor to Neighbor** volunteer coordination program.
- Court ordered community service volunteers are **NOT** accepted by Richmond Public Library.
- Volunteers are expected to conduct themselves as if employed by the Library and must adhere to established policies and procedures regarding work schedule, attendance, conduct, performance, safety procedures, dress code, etc.
- Volunteers can be released from their duties at any time at the discretion of the library.

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Approved: November 2014