

Volunteer Policy

The Coshocton Public Library Board of Trustees encourages the use of volunteers in support roles at the library. It is believed that for volunteers to feel a part of the library, an official process should be followed. This process should include the completion/submission of a volunteer application, an interview to establish the best fit within the library, training for the established volunteer opportunity, and an end date. Like employment, no volunteer shall be discriminated against based on race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law. There may be times when a volunteer applicant is denied the opportunity to volunteer, but this should only be because no volunteers are currently needed, the interview revealed a lack of fit based on current volunteer opportunities, and/or the inability to complete required volunteer hours in a specific timeframe. Employees of Coshocton Public Library are not eligible to volunteer. Acknowledging Fair Labor Laws, only those 14 and over are eligible to volunteer. Those under 18 must provide written consent from a legal parent or guardian. A background check may be required prior to volunteering and would be the expense of the prospective volunteer. All volunteers are responsible for providing their own transportation to and from off-site responsibilities. Volunteers should record hours on the designated log and wear a volunteer badge while representing the library. Volunteers are expected to follow the library's dress code. Volunteers are not compensated or reimbursed for work/services performed.

June 2022
Board of Trustees