

~~The Rapid City Public Libraries' Library Volunteers Program is intended to expand and enhance the programs events and services provided by staff, by engaging the energy and resources of interested community members within an organized framework.~~

The term "Volunteer" includes all non-library ~~staff persons~~ individuals or groups who are appointed, trained, and supervised by library staff to perform unpaid services on behalf of the library. New volunteer positions will be approved by the Assistant Director.

Volunteer placement is determined by the Home Delivery and Volunteer Library Associate upon completion of an application and satisfactory interview and/or liability waiver. Community service workers who must work a defined number of hours are subject to the same selection process and volunteer procedures herein.

The library is not obliged to hire any volunteer for a paid position; volunteers wishing to apply for a paid position must follow the city's application process.

Eligibility:

- Volunteers must be at least 12 years ~~of age~~ old
 - Volunteers ~~under 18 years of age~~ 12-17 years old must have written permission from their parent or guardian, and will not be assigned tasks ~~that are~~ prohibited by the Fair Labor Standards Act for similar paid positions
 - ~~Acceptance of volunteers aged 12-14~~ year-old volunteers will be considered on a case-by-case basis, contingent on available supervision, will be supervised by an adult at all times, and will not operate equipment or vehicles
 - ~~Volunteers under the age of 14 will be supervised by an adult at all times and will not operate equipment~~
 - ~~Volunteers under 18 years of age will not be appointed as delivery drivers~~
- Background checks ~~will be~~ are required of individual volunteers ~~of 18 years or older~~ prior to appointment; members of groups volunteering for a one-time specific project must sign a liability waiver
 - The volunteer applicant shall authorize any state department of social services, police department, and/or Rapid City Public Library to obtain and /or release any and all information regarding the social services, work, credit, or criminal history of the applicant for consideration for volunteer employment
 - If a background check returns with "failure to disclose," the application will be denied
 - Upon receiving an application and background check which discloses information that is a concern to the reviewing staff, the discretion of the ~~Outreach Services~~ Public Relations Coordinator or library management will be applied to determine final resolution of volunteering status
- ~~Community service workers who are required to work a defined number of hours by an outside agency are subject to the selection process and volunteer procedures herein~~

Vacancies:

- ~~The Assistant Director will approve proposed volunteer positions according to library needs~~
- ~~Volunteer placement is not secured by solely applying; the applicant will be interviewed should a position become available~~
- ~~The Supervisor or Librarian Is will approve volunteer appointments in conjunction with the Volunteer Services Librarian, according to library needs~~

~~The library is not under any obligation to hire any volunteer as a salaried staff member. Any volunteer wishing to apply for a paid library position will follow the city's application process.~~

Revised ~~September 8~~December 10, 2018⁴

Previous revisions: November 13, 2017; September 8, 2014; reviewed October 5, 2012; revised September 16, 2010; adopted January 8, 2003,
RCPL Board of Trustees