

Volunteer Policy (2401.00)

Thank you for volunteering with the Mentor Public Library! Volunteers help to connect the community and the Library to create positive experiences for our patrons. Volunteers work in conjunction with the Library staff to enhance the services offered by the Mentor Public Library. Please review the Volunteer Policy before you start your volunteer work.

Behavior and Conduct Policy: All volunteers are expected to follow the Mentor Public Library Behavior and Conduct Policy and the Volunteer Code of Conduct.

Volunteer Registration Form: All volunteers must complete a Volunteer Registration Form before providing any volunteer services.

Background Check: Volunteer candidates 18 years of age and over must complete any required background checks prior to providing any volunteer services.

Waiver Form: Every volunteer must have a Waiver Form on file with the Mentor Public Library before any volunteer service can be provided.

Transportation, License and Insurance: All volunteers will be responsible for providing their own transportation to and from volunteer venues. Driving may be required as part of some volunteer activities and tasks. Volunteer candidates whose tasks involve driving will be asked to provide a valid Ohio driver's license, present a clean driving record and provide proof of current insurance.

Volunteer Sign-In/Sign-Out: Volunteers must report to the Circulation Desk before beginning any volunteer duties. Volunteers must sign in and pick up a Volunteer Badge, which must be worn during the duration of all duties and tasks performed as a volunteer for the Mentor Public Library. Volunteers must sign out and return the Volunteer Badge when assigned duties are completed each day.

If a volunteer opportunity takes place off-site, volunteers will be required to sign in and out on a form provided at the off-site location by the Mentor Public Library. A Volunteer Badge will be available to pick up and return at the off-site location.

Orientation or Training: Training and directions will be given for each task that a volunteer may carry out. A Volunteer Handbook will be available for volunteers to reference. Failure to follow instructions may result in dismissal from volunteer tasks.

Dress Code: Volunteers are expected to observe the library's personal appearance policy:

Generally: The Library reserves the right to prescribe appropriate dress and personal grooming in the Library's best interest. The Library requires that a volunteers' clothing, grooming, and overall appearance be appropriate, present a favorable and professional public image.

Clothing Regulations: The Library restricts volunteers from wearing shorts, short skirts or short dresses, and shirts short enough to allow the midriff to be shown. In addition, the Library restricts volunteers from wearing t-shirts or clothing displaying any derogatory language, any advertisements and any messages. Tennis shoes shall be permitted; however, tennis shoes must be clean and may not display grass stains or holes. Open-toed shoes are acceptable providing that they present a favorable and professional image, and are safe for the type of work being performed. All clothing and shoes worn by volunteers must present a professional image.

The volunteer coordinator will meet with volunteers who are determined to be inappropriately dressed. Minor violations will be handled by asking the volunteers to not to wear such inappropriate attire to the library again and documenting the date and nature of the discussion. Serious dress code violations will be handled by sending the volunteer home.

Volunteers with questions regarding the dress code or what would be considered appropriate attire should request clarification by the Volunteer Coordinator or designee before wearing an outfit which might be in violation. The Director has the sole authority to determine what attire is considered to be appropriate for the Library. However, the Volunteer Coordinator shall apply this standard objectively and in a consistent manner when determining which attire is inappropriate.

Adopted by MPL Board of Trustees – August 19, 2015 Resolution #15-066

Revised May 15, 2019 Resolution #19-052

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