



CHEYENNE • BURNS • PINE BLUFFS • BOOKMOBILE
307.634.3561 • WWW.LARAMIECOUNTYLIBRARY.ORG
VOLUNTEER COORDINATOR: 307.773.7224

VOLUNTEER GUIDELINES

Today's Date:

Guidelines For Volunteers

By volunteering for Laramie County Library you are agreeing to the following guidelines. Please read through all of them, then sign and date at the bottom.

Dress

Volunteers are expected to dress in a manner appropriate to the environment.

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the library prohibits the possession, use, manufacture or distribution of illegal drugs on any library property or in any library vehicle.

Harassment

Harassment based on race, age, sex, religion, national origin, disability or sexual orientation is prohibited.

Identity Badges

All volunteers are required to wear identity badges when on duty to provide easy identification to patrons and co-workers. Nametags must be returned at completion of volunteer shift.

Length of Service

Volunteers serve in their volunteer positions at the pleasure of the Laramie County Library and each volunteer's service may be terminated at any time for any reason.

Personal Possessions

The library does not assume responsibility for the loss or theft of personal items.

Risk and Personal Injury

Volunteers are not covered by Workman's Compensation while performing volunteer duties. Volunteers are not covered by employees' health insurance. Any illness or injury must be reported to a staff member as soon as possible. Volunteers are required to provide the name of a person to contact in case of emergency.

Security

If a volunteer has reason to believe that there is a threat to the safety or security of the library or any individual, he/she should notify management immediately.

Severe Weather

If county offices close, the library will also close. An attempt will be made to contact volunteers regularly scheduled to work that day.

Smoking

The library is a SMOKE-FREE ENVIRONMENT. Smoking is allowed only in designated smoking areas outside the building.

Staff Lounge

If you are volunteering and need a break, you may use the staff lounge. Volunteers are always welcome to get water or use our lounge appliances. Volunteers are not to otherwise eat in a public area or chew gum while on duty.

Telephone Calls

Telephone lines are intended for library business. Volunteers should keep personal calls to a minimum. Friends and relatives of volunteers should be discouraged from calling while volunteering except in the case of an emergency.

Signing Up for Duties

Volunteers must sign up for a volunteer duty using the VicNet Portal. Volunteers will be turned away if they have not signed up.

Community Service

Volunteers completing court ordered community service must notify the Volunteer Coordinator prior to volunteering for LCLS.

Absence

Volunteers will notify the library ASAP for absence or tardiness.

Respect Library Staff and Policy

Volunteers will respect the LCLS staff and Library policy at all times. Any dissatisfactions or other concerns should be brought to the Volunteer Coordinator so that they may be resolved (if applicable).

Background Check

Volunteers over the age of 18 must complete a background check through Sterling Volunteers.

I have read and understand the guidelines as outlined above.

As a volunteer for Laramie County Library, I understand that I am responsible for the duties I have signed up to perform, and the directions outlined by staff. I agree to do the tasks to the fullest of my ability, with efficiency and professionalism. I understand that, as a volunteer, I am working in the public eye and will serve as a representative of the Library.

Signature: _____

Date: _____

Print Name: _____

Parent/Guardian Signature: _____

Date: _____

(required if under 18 years old)