

Volunteer Guidelines

Volunteers at Orrville Public Library supplement the work performed by paid library staff. Volunteers generally provide support services to staff and may also work on special projects. Volunteering provides an opportunity for personal satisfaction in serving the community through the library.

- The Volunteer Coordinator will share with volunteers the goals, policies, and procedures of Orrville Public Library.
- A volunteer must complete a volunteer application. For a minor child (under 18 years of age), a parent or guardian must also sign the form.
- Volunteers provide services “at-will”. This means the library or the volunteer can terminate his/her services at any time.
- Volunteers must maintain confidentiality of patrons.
- Volunteers must be approved by the Volunteer Coordinator or his/her designee.
- References will be checked by the Volunteer Coordinator.
- All new volunteers 18 years of age and older will be required to undergo an FBI and a criminal background check by the Ohio Bureau of Criminal Investigation. The background check is free-of-charge to the potential volunteer. Any documented criminal conviction may be grounds for not accepting the volunteer or for restriction of duties, depending on the specific results and the particular volunteer position.
- If a volunteer will not be available on a particular day or time, he/she should notify the Volunteer Coordinator or his/her designee as soon as possible.
- Volunteer activities include, but are not limited to, setting up for programs, outside clean-up, inside clean-up, cleaning materials, item repair, preparing scrapbooks, assisting in Memory Lab, craft preparation, washing rags, and assisting with children and adult programs.