



Badenhausen Reading Room Volunteer Policy

The Badenhausen Reading Room Board of Trustees recognizes that volunteers are a valuable resource for the Reading Room. Their energy and talents help the Reading Room meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Reading Room in making the best use of its fiscal resources and help connect the Reading Room to other community groups and organizations. Volunteers can also be valuable advocates for the Reading Room in the community. The Reading Room and its volunteers must work together to ensure a successful relationship. Staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Badenhausen Reading Room volunteers are coordinated by the Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Reading Room.

Each volunteer must complete an application which will be kept on file in the Reading Room. Forms are available at the circulation desk. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

Badenhausen Reading Room volunteers are bound by the rules contained in all Reading Room policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Reading Room and will be guided by the same work and behavior policies as employees. Volunteers will be familiar with the “Badenhausen Reading Room Volunteer Guidelines” document.

Volunteers are “at will” workers and the Badenhausen Reading Room has the right to terminate the volunteer’s working association at any time, for any reason. Volunteers working in the Reading Room are covered by The Badenhausen Reading Room’s Property and Liability Insurance policy.

Volunteers are asked to record their hours of service in the “Volunteer Log Book” located at the Circulation Desk.

The Reading Room accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Director prior to being accepted for service.

Adopted by Badenhausen Board of Trustees on January 11, 2022