

## Public Library of Union County

<b>Title</b>	Volunteer Code of Conduct
<b>Date of Adoption</b>	9/11/23
<b>Approved By</b>	Public Library of Union County Board of Trustees
<b>Last Reviewed/ Revised Date</b>	9/4/23

**Policy:** *The achievement of the goals of the Public Library of Union County (PLUC) is best served by the active participation of citizens of the community as volunteers. Towards this end, PLUC accepts and encourages volunteering at all levels of the organization for all appropriate programs, activities, and services.*

### **VOLUNTEER CODE OF CONDUCT:**

Volunteers have the right:

- To apply and be interviewed to ensure good use of skills.
- To be treated with respect, dignity and courtesy at all times.
- To receive adequate orientation, information and training sessions wherever appropriate to enable the volunteer to meet the needs of the role.
- To volunteer in a safe and friendly environment.
- To have the freedom to inform staff of any concerns or opportunities for improvement within the role.

Volunteers commit to abide by the following:

- To assist in a role beneficial to the Library according to library staff direction and training.
- To follow the Library's policies and procedures that apply to the volunteer role.
- To give suitable notice to the library when not available or unable to attend.
- To show respect and consideration at all times for fellow volunteers, staff and patrons
- To provide proof of clearances as required by state guidelines.
- To commit to the mission, vision and values of PLUC while operating on behalf of the Library.
- To inform and discuss with the Library Director any invitations to speak on behalf of PLUC prior to the public speaking engagement.

**Reporting Rights Violations:** Volunteers should report any infringement of their rights or the rights of others to the Library Director.

**Corrective Action/Removal:** Volunteers may face corrective action or be removed from volunteering if they are found to be in violation of this Volunteer Code of Conduct, at the discretion of the Library Director.

**Corrective Action Appeal:** Any volunteer who wishes to appeal a disciplinary decision can submit a written appeal to the library Board of Trustees. The appeal must be submitted in writing to the Library Director. The Library Director will ensure that the appeal is presented to the board at the next scheduled board meeting. The Library Director will notify the volunteer directly of the Board decision.