



# Plum Borough Community Library

**Policy Title:** Volunteer Policy

**Date Issued:** *Passed: April 15, 2025 Board of Trustees Meeting*

**Purpose:** To create clear guidelines for volunteers at the library. This is designed to protect the rights and safety of library patrons, staff and volunteers as well as to preserve and protect the materials, facilities and property of the Plum Borough Community Library.

**Definition:** A library volunteer is defined as an individual who assists with work done at the Library without promise, expectation or receipt of compensation for services rendered. The volunteer will also follow the Volunteer Code of Conduct (below).

## **Required Clearances for Volunteers:**

1. Report of criminal history from the Pennsylvania State Police: Act 34 Criminal Record Check.
2. Child Abuse history Clearance from the Department of Human Services: Act 151 Child Abuse History
3. If volunteer has not resided in Pennsylvania for at least the past 10 years they need to receive fingerprinting: Fingerprint based on federal criminal history is submitted through the Pennsylvania State Police or its authorized agent (FBI). If a volunteer needs this clearance, they must pay for the cost: \$22.60.

## **Adult Volunteer Information:**

- Clearances must be submitted to the Volunteer Coordinator prior to volunteering at the library.
- All clearances must be updated every 60 months.
- Volunteers are required to produce the original documents of all clearances and copies of all clearances will be kept on file by the Plum Borough Community Library in a manner that maintains confidentiality of records and ensures compliance with the 60-month required updates.
- The library will not accept any court-ordered community service.

## **Student Volunteer Information:**

- Volunteers must be at least 14 years old.
- Volunteers between the ages of 14 and 18 are considered Student Volunteers. Students who are 18 years old and still enrolled in school, will be considered student volunteers until graduation.
- Student volunteers do not need to obtain clearances.

## **How to Obtain Clearances:**

- Pennsylvania State Police Criminal History Clearance (Act 34 Criminal Record Check):



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- Online: <https://epatch.pa.gov/home>
- Pennsylvania State Criminal History Clearance (act 151 Child Abuse History):
  - Online: CWIS self service portal: <https://www.compass.state.pa.us/cwis/public/home>
- FBI Digital Fingerprinting: <https://www.identogo.com/>



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## Volunteer Code of Conduct

### Volunteers are expected to:

- Perform all assigned tasks to the best of their abilities. If the assigned tasks are unclear, volunteers must request clarification or assistance from staff.
- Arrive on time. Volunteers who will be late or unable to work at an agreed upon time should contact the library by calling: 412-798-7323.
- Volunteers are expected to present a neat, professional appearance and be dressed appropriately. They are expected to maintain good personal cleanliness, attire, and hygiene. Please see section 6.6 Personal Appearance under the Employment Handbook for more details.
- Plum Borough Community Library is a drug free workplace and environment. Please see sections 6.1 Drugs and Alcohol and 6.2 Testing for Drugs and Alcohol under our Health & Safety of our Employee Handbook for more details.
- Refer patron's questions to the front desk staff.
- Notify staff immediately if you are injured while volunteering, whether or not medical attention is required.
- Refrain from soliciting/advertising for personal gain to staff or patrons.
- Refrain from using the library's name or tax-exempt status for personal use.
- Be tactful, patient, and courteous when volunteering at the library.
- Refrain from harassing library patrons, staff, or other volunteers. Harassment due to an individual's race, color, gender, religion, national origin, age, disability, marital status, status as a veteran, or sexual orientation will not be tolerated. See 1.2 Harassment in our Employee Handbook for more details.

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I have read and understand the Volunteer Code of Conduct

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Date