3-4. Facilities

Policy 3-4-1. Use of Library Buildings by Other Organizations

Adopted XX/XX/XXXX

While Josephine Community Library District (JCLD) seeks to work cooperatively with other organizations, the building and grounds are not generally available for non-library-related programs, meetings, or events, except as noted in Policy 3-4-2, Meeting Space.
Policy 3-4-2. Meeting Space

Adopted XX/XX/XXXX

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application, qualify, and prepay the required fee. Meeting space fees may be waived for groups maintaining an executed partnership agreement with JCLD.

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD’s Meeting Space Application (see next page) includes terms and conditions for use, application process, and fee structure.
JOSEPHINE COMMUNITY LIBRARY DISTRICT
MEETING SPACE APPLICATION

Group Name/Purpose: ____________________________________________________________

Reservation Date: _______________ Day of Week: _______________ Recurrence: _______________

Start Time: _______________ End Time: _______________ Total Time: * _________ Anticipated Attendance: _______

Group Contact Name: ______________________ Phone: ___________ E-mail: ______________________

Meeting space capacities, available hours, and rates (please select preferences):

<table>
<thead>
<tr>
<th>Grants Pass branch hours</th>
<th>Capacity</th>
<th>Fee-Operating hours</th>
<th>Fee-Non-operating hours</th>
<th>Total Fee Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>(subject to change)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Tues, Thurs 2-7pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wed, Fri 11am-4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Sat noon-4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Ben Bones Room</td>
<td>60</td>
<td>☐ $15 per hour</td>
<td>☐ $25 per hour</td>
<td>*Total Time x Fee=$______</td>
</tr>
<tr>
<td>☐ Main library</td>
<td>80</td>
<td>N/A</td>
<td>☐ $25 per hour</td>
<td>*Total Time x Fee=$______</td>
</tr>
</tbody>
</table>

**Terms and Conditions**

I. Authorization for facility and meeting space use

- The Public Services Director is responsible for managing library facilities, including the public meeting space.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by JCLD.
- JCLD reserves the right to deny future use of the meeting space to any group or organization that does not follow meeting space guidelines.

II. Guidelines for the use of meeting space

- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- The applicant shall hold JCLD harmless from any claim, loss, or liability arising out of or related to the applicant’s use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by JCLD, its employees and agents.
- Tables and chairs are available at each location. No other equipment is provided. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.
- The library is not responsible for theft of or damage to property brought into a library meeting space.
• The applicant shall indemnify JCLD (1) for any damage to library property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney’s fees, incurred by JCLD or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant’s use of the premises.

III. Meeting space user responsibilities
• Light refreshments may be served, but groups may not prepare food on library property. The sponsoring organization or individual is responsible for keeping refreshments within the designated meeting space, for cleaning up afterwards, and for returning the space to its original condition.
• Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
• It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Library facility and to further ensure that attendees observe the policies governing the public use of library meeting space.
• Library meeting space users agree to pay for any and all damages to library property including, but not limited to walls, floors, and furniture while applicant is using property.

IV. Applying for use of a meeting space
• Applications for use of meeting space are available at all library locations where meeting space is available and on the library website.
• Use is granted on a first-come, first-served basis. Use of the meeting space may be limited to once per month for each group, due to limited meeting space.
• A signed application may be submitted to the Public Services Director up to six months in advance of the meeting time requested.
• Library staff will approve or disapprove the application, and the applicant will be notified.
• Payment of any required fees must be made when the application is approved.
• Cancellations must be made at least 72 hours in advance to receive a refund.

Failure to comply with Terms and Conditions may result in forfeiture of future meeting space privileges.

Terms Accepted By: ____________________________   __________________________________   ___________
Print Name                                   Signature                                  Date:

Library Use Only

Application Taken By: Name__________________________________________ Date: __________

Application Approved (circle one) Yes No Date: __________

Applicant Notified By: Name__________________________________________ Date: __________

Payment Received by: Name__________________________________________ Date: __________

Amount Paid: $__________
Method (circle one, attach receipt): Cash Check Credit Card

Section 3: Operations Policies 3-30
Policy 3-4-3. Displays and Exhibits

As an educational and cultural institution, all branches of Josephine Community Library District welcome exhibits and displays of interest, information, and enlightenment to the community.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

Guidelines

- Requests for a display or exhibit are made through the branch manager.
- Library staff shall accept or reject material offered for display based on its suitability and availability. Exhibits must be appropriate for all ages.
- Approval or rejection of exhibit will be provided in writing. Rejections may be appealed by written request to the library director, who will bring the matter before the JCLD Board of Directors. The board will consider the request at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the requestor.
- The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner’s risk.
- Areas available to the public for displays and exhibits are bulletin boards and the tops of the short bookcases and wall bookcases.
- A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows on the next page.
Josephine Community Libraries Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to Josephine Community Library District for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Location of items to be exhibited __________________________________________

During the dates of ______________________________________________________

Description of materials exhibited___________________________________________

Exhibitor name ______________________________ __________________________

Signature______________________________________ Date_______________________

Address___________________________________________________________________

Telephone________________________________________

Email address________________________________________

Please submit this form to the Library Branch Manager.
Policy 3-4-4. Bulletin Boards

Adopted XX/XX/XXXX

JCLD provides bulletin boards for library announcements and local general interest items. The bulletin board is not intended as a forum or for items of a personal or commercial nature.

In accord with the Library Bill of Rights, library staff will post materials appropriate to the bulletin board’s purpose in a timely fashion and “on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting [the posting].” However, because space is limited, JCLD cannot guarantee that all materials will be posted, and all postings are subject to the judgment of library staff. Access and availability of the bulletin board space is dependent upon demand.
Policy 3-4-5. Distribution of Free Materials

Adopted XX/XX/XXXX

JCLD provides a limited area for the display of giveaway materials, subject to the following conditions:

- Display of library materials will take precedence over other materials.
- Materials will be timely.
- Materials will not be of a commercial or personal nature.
- Materials will not endorse specific political candidates or ballot positions.
- Particularly in light of limited space, materials will be displayed subject to the judgment of professional library staff, based on the criteria outlined in this policy.

In accord with Policy 3-6-1, Library Bill of Rights, JCLD will make no effort to censor or to amend the content of displayed materials. Those who object to or disagree with the content of any displayed materials will be entitled to submit their own materials for display in accord with the conditions above.

Materials will be disposed of at staff’s discretion.
Policy 3-4-6. Petitions

Adopted XX/XX/XXXX

JCLD allows petitioning by members of the public on the public sidewalks outside of library buildings.

Use of this area by petitioners does not indicate JCLD’s endorsement of the issue that is the subject of the petition, and JCLD will not assist the petitioners.

The entrances to the buildings may not be blocked, and petitioners may not hinder either foot or automobile traffic, or disrupt use of the library in any way.
Policy 3-4-7. Lost and Found

Adopted XX/XX/XXXX

Items left at the library or put into the book drops will be kept in Lost and Found for up to 30 days and no longer.

Disposal
- Toys, clothes, glasses, and sunglasses will be given to a charitable organization.
- Books and other materials that JCLD collects will go into the collection or to the Friends of the Library book store.

Exceptions
- Food and personal items such as hairbrushes, combs, and toothbrushes will be thrown away.
- Loose change and dollar bills will be put into the donation jar.
- Items of value, such as wallets, credit cards, cell phones, large bills, will go to the public services director. When possible, items with identification will be matched to a library card account and an effort will be made to contact the patron for retrieval of lost item.
Policy 3-4-8. Disasters and Emergency Preparedness

JCLD will maintain basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations.

Based on facility size, each library location will have the appropriate number of:
- Adequately stocked first aid kits.
- Fire extinguishers that have been inspected and certified annually.
- Battery-operated flashlights.

Each library location will maintain a floor plan of building with locations marked for:
- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

A. Fire
Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

B. Health Emergencies
911 should be called immediately in the event of any serious problem. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.

C. Inclement Weather
During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in
the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.
3-5. Volunteers

Josephine Community Library District (JCLD) is a library system that values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons and without their outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A. How to Become a Volunteer
Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Prospective volunteers are required to fill out an application and a background check form. Once the background check is satisfactorily completed, the volunteer manager will conduct an interview with the volunteer to determine the best placement and schedule.

B. Categories of Volunteers
1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the libraries.

2. VolunTEENS—13 to 17 years of age. The VolunTEENS are supervised by an adult and work on activities and special projects as directed by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information.

C. Volunteer Positions
Volunteers work in all areas of the library including:
- Circulation Desk
- Information Desk
- Book cataloging and processing
- Children’s Department
- Shelving and shelf reading
- Homebound book delivery
- Book mending
- Maintenance and housekeeping
- Events coordination
- Scrapbooking/historian
- Display designing
• Clerical support
• Finance
• Web design
• Fundraising
• Grant writing
• Communications and publicity
• Speakers bureau/outreach
• Friends of the Library

D. Volunteer Time Commitment
For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week.

E. Volunteer Training
All volunteers are required to attend volunteer orientation and appropriate trainings for their assigned position. Some examples include shelving training, circulation training, Polaris training, and so on. Training requirements are to be determined by the supervising staff.

JCLD Policy Manual, Section 5, Volunteers, details all volunteer policies.
3-6. Appendix A. ALA Policies


Policy 3-6-1. ALA Library Bill of Rights

Adopted XX/XX/XXXX

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

First adopted June 18, 1948 and subsequently amended by the ALA Council.
Policy 3-6-2. ALA Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or
manner of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or...**
groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.
This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

3-6-3. ALA Freedom to View Statement

Adopted XX/XX/XXXX

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.
3-6-4. ALA Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them. Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As the American Library Association “Libraries: An American Value” states, “We
affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., supra. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."

3-6-5. ALA Confidentiality of Library Records

The members of the American Library Association, recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs or services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose record keeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School librarians are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.

Adopted XX/XX/XXXX
3-6-6. ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of
our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.
4-1. Employee Travel Authorization and Reimbursement

It is the policy of the Josephine Community Libraries District (JCLD) to reimburse staff and designated volunteers for approved documented travel and associated expenses. All employees of JCLD are expected to use good judgment regarding the expenditure of funds for travel expenses.

4-1-1. Travel Reimbursement Approval

Adopted XX, XXXX

At times, the JCLD Board of Directors and/or library director may authorize an employee(s) to attend educational conferences, schooling, or functions germane to JCLD business. Registration fees, reasonable meal expenses, and reasonable lodging expenses that have been preauthorized would be considered eligible for reimbursement after submitting documentation. At the library director’s discretion, JCLD may prepay certain fees for the attendee.

Approval
The library director shall authorize registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the Board. Prior to submittal for library director approval, the request must be approved by the employee’s immediate supervisor.

Upon completion of travel reimbursement form with attached receipts, all paperwork is to be submitted to the business manager for processing within two weeks of the date of the travel.

Procedures
Reimbursement for pre-approved travel expenses requires documentation for each expense. Upon completion of the Travel Reimbursement Form with attached receipts and signature/initials of the supervisor approving reimbursement, the paperwork is to be submitted to the business manager for processing.

Reimbursement for pre-approved mileage requires submission of a written mileage log, detailing date and purpose of trip in addition to employee/volunteer’s name. The log needs to be submitted for signature/initials of the supervisor approving reimbursement no later than the 15th of the month following the month in which the mileage occurred.
4-1-2. Travel Reimbursement Guidelines

Adopted XX, XXXX

Guidelines
The following general guidelines apply to the reimbursement of employee travel expenses:

1. The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. If the employee’s personal vehicle is used, JCLD will reimburse the employee at the rate of $0.40 per mile for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt. In the case of using a rental vehicle, gas receipts will be reimbursed. Mileage Reimbursement is from work station OR residence, whichever is less. An online mileage tool will be used to determine number of miles traveled to destination and estimated hours of travel.

2. Lodging such as hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

3. Meals expenses for employees will be allowed to receive a per-diem rate of $25.00 per day to be reimbursed without receipts. This is broken down as follows: $6.00 for breakfast, $7.00 for lunch, and $12.00 for dinner. No receipts are required for meals covered under the per diem. With approval, if food options are limited, an employee may be reimbursed for actual meal expenses incurred up to $35.00 per day, with receipts required under this provision. If a complimentary breakfast and/or meals are included at meetings, seminars, and training sessions with the cost included in lodging and/or registration fees, the employee is not entitled to per diem. Exceptions require written explanation. Meal “allowances” NOT connected with overnight travel are taxable income to employees. Reimbursement will be taxed and added to the employee’s next paycheck. An employee who does not wish to receive the meal “allowance” should note this on the Travel Reimbursement Form (Appendix A).

Departure Time:

Breakfast: before 6 a.m. JCLD is not obligated to reimburse breakfast if a 6 a.m. departure is not necessary to reach destination in a safe and timely manner.
**Lunch**: before 11 a.m. JCLD is not obligated to reimburse lunch is an 11 a.m. departure is not necessary to reach destination in a safe and timely manner.

**Return to work station after 7 p.m.**: late arrival to work station much be due to uninterrupted travel. Should an employee stop or be delayed for any reason other than JCLD business, the employee is not eligible for dinner per diem that day.

4. Telephone and cell phone expenses are reimbursable only if they are directly related to JCLD business and are supported by actual receipts. Personal calls charged to JCLD or to the employee’s room and paid by JCLD must be reimbursed by the employee.

5. Registration and tuition fees and expenses for conference registration, conference meals, activities and tuition fees are allowable expenses. A copy of the registration must be attached to the Travel Reimbursement Form.

6. Travel to and from one’s residence to a work site to perform either paid or volunteer tasks is exempt from eligibility for reimbursement.

7. No cash advances shall be issued.

8. Any expenses for family members who accompany the employee on a trip are not reimbursable.

9. Expenditures for alcoholic beverages will not be reimbursed by JCLD.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Expense</th>
<th>Airfare</th>
<th>Lodging</th>
<th>Ground Transportation (Gas, Rental Car, Taxi)</th>
<th>Meals &amp; Tips</th>
<th>Conferences and Seminars</th>
<th>Miles</th>
<th>Mileage Reimbursement</th>
<th>Miscellaneous</th>
<th>Currency Exchange Rate</th>
<th>Expense Currency</th>
<th>Total</th>
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Please attach receipts to this report and submit to the District Board Secretary.
Policy 4-5-2. Holidays

Adopted 10/19/2017

JCLD recognizes the following holidays and the library will be closed on the identified days. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year’s Day
2. Martin Luther King, Jr. Day
3. President’s Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

Part-time employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the District, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Commented [KL1]: Remove for implementation of new library hours and holiday scheduling.
Policy 4-3-2. Health Insurance and Retirement Benefits

Adopted 10/19/2017

The District provides group medical, vision, long-term disability, and life insurance for employees who work 32 hours a week or more. Coverage for eligible employees begins the 61st day of employment.

The district also provides a tax-deferred retirement plan to all employees who work 20 hours a week or more. Coverage for eligible employees begins the 91st day of employment.

Information regarding eligibility and specific benefits is available from the Library Director or Business Manager.

Commented [KL1]: Change to “Coverage for eligible employees begins the first day of the month following the employee’s 60th day of employment.”
Policy 4-5-1. Vacation

Adopted 12/16/2017

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee’s scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

Accrued and unused vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

The District provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits on the 91st day of employment.

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Employee worked 40 hours per week</th>
<th>Vacation hours accrued per pay period</th>
<th>Employee worked prorated hours per week</th>
<th>Vacation hours accrued per pay period</th>
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</thead>
<tbody>
<tr>
<td>For years 1 – 5</td>
<td>80 hours</td>
<td>3.08</td>
<td>40 hours</td>
<td>1.54</td>
</tr>
<tr>
<td>For years 6 – 10</td>
<td>120 hours</td>
<td>4.62</td>
<td>60 hours</td>
<td>2.31</td>
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<tr>
<td>For years 11 or more</td>
<td>160 hours</td>
<td>6.15</td>
<td>80 hours</td>
<td>3.08</td>
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</table>

Any variance in regularly scheduled hours worked per week between 20 hours and 40 hours would be prorated in the same manner as outlined in the chart.

Vacation accrued shall not exceed the maximum of 120 hours in a year for full time employees and 60 hours in a year for part time employees, to be carried over on an employee’s anniversary date. Any hours in excess of that amount will be forfeited. For example, full time employees who accrue 120 hours of vacation forfeit any unused hours in excess of 120 hours.

Utilization of vacation time shall be approved by the library director for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, Sick Leave, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, Leaves. All time granted shall be compensated at the normal pay rate for

Commented [K1]: Added to policy to clarify accruals for part time employees.
the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.
# Volunteer Policies

## Table of Contents

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Adopted/Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-1</td>
<td>Value and Purpose</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-2</td>
<td>Equal Employment Opportunity</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-3</td>
<td>Volunteer Selection</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-4</td>
<td>Volunteer Positions and Time Commitment</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-5</td>
<td>Attendance and Recording Hours</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-6</td>
<td>Training</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-7</td>
<td>Volunteer Standards of Conduct and Termination</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-8</td>
<td>Dress Code</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-9</td>
<td>Cell Phones, Computers, and Electronic Devices</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-10</td>
<td>Conflicts</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-11</td>
<td>Patron Confidentiality</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-12</td>
<td>Giving and Receiving Patron Gifts</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-13</td>
<td>Resignation</td>
<td>xx/xx/xxxx</td>
</tr>
<tr>
<td>5-14</td>
<td>General Safety Responsibilities</td>
<td>xx/xx/xxxx</td>
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<tr>
<td>5-15</td>
<td>Workers’ Compensation Coverage</td>
<td>xx/xx/xxxx</td>
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</table>
Policy 5-1. Value and Purpose

Josephine Community Library District (JCLD) values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons at all four branches. Without the volunteers' outstanding commitment and dedication, libraries in our community would not be open. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A volunteer in the library system is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of JCLD may not volunteer to do work they would otherwise be paid to accomplish.

The volunteer manager directs, develops, and administers the JCLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The volunteer manager also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation befitting the benefit volunteers provide to the libraries and the communities they serve.
JCLD is committed to a policy of equality for all volunteer applicants. Volunteer decisions will comply with all applicable employment laws prohibiting discrimination as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.
Policy 5-3. Volunteer Selection

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Volunteers must go through JCLD’s procedure for approval and placement, as follows:

- Prospective volunteers complete a volunteer application and a background check form.
- JCLD runs a criminal background check in compliance with the Fair Credit Reporting Act.
  - Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.
  - Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant’s conduct since the conviction(s) indicates rehabilitation or lack of risk to the program, some leeway may be provided, but only with the concurrence of the branch manager and library director.
  - Persons convicted of the following will be disqualified from any volunteer position:
    - A crime of violence or other serious crime against a person within the prior 10 years.
    - A theft-related crime, embezzlement, or fraud within the prior 10 years.
    - A crime against or otherwise involving a minor at any time in the past.
    - A sex offense at any time in the past.
  - Registered sex offenders will be disqualified.
- After the background check is satisfactorily completed, the volunteer manager conducts an interview with the prospective volunteer to determine the best placement and schedule.

All volunteer information will be kept confidential and protected for the minimum amount of time required by law and then responsibly disposed of. Sensitive information may be re-requested for periodic background check updates.

Upon acceptable completion of a criminal background check and interview, the new volunteer will be given a handbook including policies, procedures, and confidentiality and partnership agreements.
Policy 5-4. Volunteer Positions and Time Commitment

A. Categories of Volunteers
   1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the libraries.
   2. VolunTEENS—13 to 17 years of age. The VolunTEENS are supervised by an adult and work on activities and special projects as directed by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information.

B. Volunteer Positions
   Volunteers work in all areas of the library including:
   - Circulation Desk
   - Information Desk
   - Book cataloging and processing
   - Children’s Department
   - Shelving and shelf reading
   - Homebound book delivery
   - Book mending
   - Maintenance and housekeeping
   - Events coordination
   - Scrapbooking/historian
   - Display designing
   - Clerical support
   - Finance
   - Web design
   - Fundraising
   - Grant writing
   - Communications and publicity
   - Speakers bureau/outreach
   - Friends of the Library

   Volunteers will not be expected to do anything staff would not do.

C. Volunteer Time Commitment
   For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week.
Policy 5-5. Attendance and Recording Hours

Adopted xx/xx/xxxx

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify the volunteer manager or branch manager as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise the volunteer manager as early as possible to allow sufficient time to find a replacement volunteer.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.
Policy 5-6. Training

Adopted xx/xx/xxxx

All volunteers are required to attend volunteer orientation. Prior to shift assignment, each volunteer will receive specific training for their assigned position, either from staff or fellow volunteers. Examples include shelving training, circulation training, Polaris training, and so on. Communication (comm) logs, volunteer meetings, and ongoing education seminars and workshops may be utilized to keep volunteers current on changes within the position. Training requirements are determined by the supervising staff.
Policy 5-7. Volunteer Standards of Conduct and Termination

Volunteers are asked to treat all patrons, staff, and fellow volunteers with respect. This maintains an effective and positive space for all. Volunteers must also adhere to the same standards of conduct as JCLD employees. A volunteer who fails to meet certain obligations is an unfair burden upon fellow volunteers. JCLD reserves the right to terminate the services of a volunteer for reasons that include, but are not limited to:

- Being under the influence of, using, possessing, selling, or being involved with illegal drugs or alcohol on library property.
- Release of confidential information or patron records except in accord with the adopted policies.
- Theft or unauthorized removal of property from JCLD, staff, fellow volunteers, or patrons.
- Fighting, badgering, yelling, or similar conduct while on the premises, or during any time of official action on behalf of JCLD.
- Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.
- Endangering the safety of other volunteers, employees, or patrons.
- Engaging in discriminatory or racist incidents.
- Any purposeful conduct that may be determined to be harassment of any kind, including sexual.
- Failure to adhere to polices outlined in the volunteer handbook.
- Engaging in any criminal activity occurring away from library property that violates JCLD standards of conduct.
Policy 5-8. Dress Code

Adopted xx/xx/xxxx

JCLD strives to provide a professional and family environment in the library system. Employees and volunteers should use good judgment in determining their dress and appearance and in maintaining proper hygiene. Please abide by the following:

- All volunteers on duty must wear their volunteer badge.
- Clothing should be free of excessive holes, stains and wrinkles.
- No flip-flops or thong-style sandals are allowed.
- Shorts are to be fingertip-length at minimum.
- Tank tops must meet the 2-finger rule (straps are no less than 2 fingers in width).
- Clothing or buttons that reflect personal political views or references to sex, alcohol, or drugs are prohibited while volunteering.
- Visible tattoos that may be deemed offensive to the general public must be concealed.
- No strong perfumes, colognes, or other odors are permitted.

Adopted xx/xx/xxxx

Cell phone calls should not occur in the library during open hours. Volunteers may make personal calls either outside the library or in the volunteer lounge.

Usage of library computers during scheduled volunteer hours for personal business is strongly discouraged.
Policy 5-10. Conflicts

Adopted xx/xx/xxxx

JCLD treats all volunteers fairly, objectively, and consistently. If a volunteer has a grievance with a staff person, another volunteer, or library patron, the volunteer should discuss the issue with the volunteer manager, or if necessary, the branch manager or library director. The volunteer manager is responsible for handling problems regarding volunteer conduct or complaints, ensuring that volunteers’ views are heard, noted, and acted upon promptly.
Policy 5-11. Patron Confidentiality

Adopted xx/xx/xxxx

Volunteers are responsible for maintaining the confidentiality of all library information. This includes any information about what materials a patron looks at, requests, donates, or checks out, as well as reference questions asked by library users. Failure to maintain confidentiality will result in immediate termination of the volunteer.
Policy 5-12. Giving and Receiving Patron Gifts

The gift or acceptance of gifts with patrons is not to exceed $20 in value. In addition, volunteers are not permitted to pay for a patron’s fines, fees, or charges.
Policy 5-13. Resignation

Adopted xx/xx/xxxx

When a volunteer has decided to end his or her volunteer experience with the library, the branch manager must be notified. Whenever possible, the volunteer manager will conduct an exit interview to measure volunteer’s satisfaction with training, management, volunteer culture, and appreciation.

The library may, upon request, provide letters of reference for the volunteer, if deemed appropriate.
Policy 5-14. General Safety Responsibilities

Adopted xx/xx/xxxx

JCLD makes every effort to provide a safe environment for patrons, volunteers, and staff. Volunteers are responsible for helping to prevent and eliminate conditions that could be harmful to themselves or others. Volunteers shall:

- Work carefully and comply with all safety policies.
- Report unsafe conditions to staff.
- Report all accidents to staff, no matter how minor.
- Alert staff immediately if there is an emergency. If the building needs to be evacuated, volunteers must move quickly and calmly to the nearest exit.
Policy 5-15. Workers’ Compensation Coverage

Adopted xx/xx/xxxx

All approved and active volunteers will be covered by JCLD’s workers’ compensation insurance coverage for volunteer hours spent for the library.