

Volunteers Policy

Ford City Public Library welcomes volunteers of any age but does not accept any liability for the health or safety of the volunteer or damage to the volunteer's property resulting from actions which are the volunteer's own doing. Volunteers are utilized to perform routine tasks which can be easily taught and remembered or specially tailored to talents the volunteer may possess. They may also be asked to assist a staff member in his/her duties to help supervise at library programs. There is not always a task waiting for a volunteer, but every attempt will be made to find a task when there is a person willing to give of his/her time and knowledge to help the library.

All volunteers will be asked to sign a confidentiality agreement and a volunteer agreement, which includes the following:

- Comply with the rules and regulations of Ford City Public Library.
- Perform my volunteer duties to the best of my ability and act at all times as a member of the team
- To meet time and duty requirement, or provide adequate notice and attempt to arrange for alternative arrangements

Any volunteer wishing to work directly with children must provide current (within five years) state police and child abuse background checks.

Volunteers agree to release, waive, and discharge FCPL from any and all claims or liabilities resulting from volunteer services. Volunteers agree not to institute or assist in any action or suit at law or in equity against Ford City Borough, Ford City Public Library, its officers, employees, agents, or otherwise, for compensation, damage, loss or injury either to person or property, or both arising out of volunteer services.

All volunteers are considered Unpaid Support Staff and play a critical role in the smooth function of FCPL. When volunteers expect to be absent from a routine work schedule, they should notify library staff as soon as possible. A message may be left by email or on the answering machine. Every effort will be made to provide a convenient volunteering schedule for Unpaid Support Staff.