

## White Haven Area Community Library Volunteer Policy

### **Policy Overview:**

The White Haven Area Community Library (WHACL) believes volunteers are a vital part of a successful library. Volunteers contribute to excellent working relationships with patrons, visitors, community groups, and organizations.

A volunteer is anyone who: 1) submits a completed volunteer application (including background checks; 2) receives volunteer approval; and 3) completes prescribed volunteer orientation/training. WHACL accepts the service of volunteers with the understanding that such a service is at the sole discretion of the WHACL.

Volunteers understand and agree that either the WHACL and/or the Volunteer may at any time, for any reason, conclude this working relationship.

WHACL welcomes all who are interested in applying to be a volunteer. Volunteers are recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. Any person interested in volunteering at WHACL must fill out an application form and each application will be reviewed. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the WHACL's discretion.

All volunteers will receive a general orientation on the purpose of the WHACL, the program(s) they will be working with and a tour of the facility. Volunteers will receive on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. WHACL Supervisor or other designated WHACL personnel having responsibility for delivery of programs/services will have an active role in the training of the volunteers.

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the WHACL, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

### **Mandatory Clearances:**

Volunteers under the age of 18 must have consent from a legal guardian and will work under the supervision of a staff member or an adult volunteer. The WHACL will accept volunteers 14 and older.

All volunteers age 18 and older are required to submit the following clearances:

- A Pennsylvania Child Abuse History clearance dated within the past 60 months. Volunteers can obtain a free Child Abuse History clearance by visiting this link:  
<http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>

- Child Abuse History Clearance Directions: <http://www.compass.state.pa.us/cwis/public/home>
- A Pennsylvania State Police Criminal History Clearance dated within the past 5 years. Volunteers can obtain a free Criminal History clearance by visiting this link: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>
- If a volunteer has not lived in Pennsylvania for the past 10 consecutive years, a fingerprint clearance is required. Volunteers can obtain the clearance for \$23.25 (subject to change) by visiting this link: <https://www.identogo.com/locations/pennsylvania>

Volunteers who have lived in PA continuously for ten (10) or more years do not need to complete the FBI clearance. Instead, they must sign the "Affidavit Regarding Qualification for Volunteer Service" and present it to the WHACL.

Volunteers requiring the FBI clearance will be reimbursed the volunteer costs of \$23.50 once their complete application package is received, inclusive of certifications, and completing twenty (20) hours of service. For those volunteers who are beginning new service hours, a form is available to track those hours. Once completed, you may submit this form for reimbursement.

These background checks are meant to ensure the safety of all children in the WHACL community. Prospective volunteers are responsible for covering any costs involved in obtaining these clearances. All volunteers must submit the required clearances to the WHACL Secretary before the start of their volunteering.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program/activity/service, or is named as a perpetrator in a "founded or indicated" report in a child abuse investigation, the volunteer must provide WHACL Secretary with written notice not later than 72 hours after the arrest, conviction, or notification that the volunteer/person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to report this information commits a third-degree misdemeanor.

WHACL may also consider whether other convictions would disqualify a volunteer from continued service. WHACL reserves the right to suspend any volunteer from providing services while any criminal charge(s) are pending.

Clearances for volunteers obtained through another organization can be transferred as long as they are within 36-month renewal period.