



Putnam County District Library

Recruitment and Use of Volunteers Policy

The library's volunteer program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and/or work on special projects. Volunteers learn more about the library and its place in the community and observe first hand the way the library serves the community's needs.

A person who would like to volunteer at the library must complete an application in addition to the Waiver, Release and Indemnity Form and the Volunteer Information Form. All volunteers will be checked against the Ohio Sex Offender Registry Database. Furthermore, a criminal background check may be conducted at the expense of the volunteer. If the volunteer is under the age of 18, a parent or guardian will need to sign all documents. If volunteer opportunities exist, the director, or his or her designee, will review the application, interview appropriate candidates, assign tasks, establish a schedule, and train and supervise the volunteer.

Where possible, in appropriate circumstances, and at the sole discretion of the library, the library may choose to assist the local courts and other social service agencies by providing community service and /or library work experience for individuals.