

PERSONNEL POLICY

Driftwood Public Library Lincoln City, Oregon

All **library staff** members are employees of the City of Lincoln City and are subject to City Personnel Rules and any labor contract that may include their current position. It is the responsibility of the Library Director and Supervisors to assign tasks and direct the time of library employees while they are in the library as a workplace. Library personnel files are confidential and accessible only to the employee and City management staff. Inquiries regarding library staff members and their duties should be directed to the Library Director.

Library volunteers are not paid for their time or transportation while volunteering at the library. Volunteers work under the supervision of the Library Volunteer Coordinator who schedules their time and assigns tasks appropriate to the volunteer's skills and abilities. The Volunteer Coordinator also works with the Friends of the Lincoln City Library who provide the work teams for the weekly book sales.

Student volunteers must be at least middle school age and have parental permission to volunteer if they are under the age of eighteen.

School-to-work student volunteers from Career Tech High School also may be assigned work-related tasks in the library. They work under the supervision of the Volunteer Coordinator and receive no compensation for their time other than whatever academic credits their school allows.

Volunteering in the library is at the discretion of the Library Director and the Volunteer Coordinator. A signed agreement for a criminal record check is required of all those who volunteer at the library. Those with significant criminal records, as determined by the Library Director, are not appropriate library volunteers. Volunteers who cannot meet the library standards for volunteer activity will be asked to discontinue their service. *Volunteer records are confidential and available only to the volunteer, the Volunteer Coordinator, and the Library Director.*

College work-study students may also work in the library for short periods of time as Driftwood Public Library is a Federal Work Study Site. They are supervised by either the Library Director or Volunteer Coordinator. Their compensation is primarily Federal Work Study funds.

Revised Nov.1, 2005 by the Driftwood Public Library Board.