

**Geauga County Public Library
Operating Policy Manual**

SECTION: LIBRARY VOLUNTEERS
NUMBER: 150
EFFECTIVE DATE: APRIL 21, 2026

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 firsthand the way the library serves the community's needs.

A person who would like to volunteer at the library must complete a volunteer application. If volunteer opportunities exist, the building manager or their designee will review the application, interview appropriate candidates, assign tasks, establish a schedule, and train and supervise the volunteer.

All volunteers will complete a standardized application and will be checked against the Ohio Sexual Offender Registry. If driving is required for GCPL volunteer activities, a Motor Vehicle Record will be run. Volunteers will only work under the supervision of a Geauga County Public Library staff member. No volunteer will work with library patrons without a staff member present. In some circumstances, library volunteers may represent the library at other locations. In these instances, library volunteers will be supervised by the other entity's representative.

As volunteers are not employees of GCPL, they will not be covered under the Library's Bureau of Worker's Compensation or automobile insurance plans.

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.

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