



## Red Feather Mountain Library District VOLUNTEER POLICY

*Reviewed and revised by the Red Feather Mountain Board of Trustees, March 10, 2026*

- I. Volunteerism founded Red Feather Mountain Library District in 1969 and continues to be an integral part of providing library services. Volunteers perform many important tasks at the library daily. The Library actively encourages and solicits volunteer activity.
- II. By definition, volunteers serve at the library without financial or benefited compensation. Volunteers represent the library to the public and therefore are subject to the same high standards of behavior and conduct and dress, customer service satisfaction and user privacy protection that apply to employed staff.
- III. For those applicants who are expected to be volunteering on a regular or re-occurring basis after October 24, 2012 a criminal history and sex offender list background check will be conducted. Prospective volunteers are subject to an application, interview, training, orientation, and review process and must be approved by the Library Director before being assigned responsibilities. Not all volunteer applicants will be selected. Selections will be made on those qualities that define good library service: knowledge, ability, good customer service skills and positive attitude. New Board Members acting as volunteers after January 1, 2027 will also be subject to a background check.
- IV. Library staff will organize and direct volunteer tasks. While the Library is unable to allow the selection of tasks by volunteers, efforts will be made to assign appropriate tasks to individuals. No tasks will be assigned that are clearly inappropriate for their skills or should be conducted by paid staff, entail undue risk or involve extraordinary effort on the part of volunteers.
- V. As a small library with limited resources, some Red Feather Mountain Library District responsibilities are, at this time, considered to be volunteer positions. These include *assistance* with cataloging and materials records maintenance, circulation desk clerking, interlibrary loan processing, materials processing, outside ground maintenance, and programming, and other responsibilities that may be assigned.
- VI. Volunteer efforts are under the direct supervision of regular library staff.
- VII. The Library values and appreciates the efforts of volunteers and will make efforts throughout the year to highlight or otherwise acknowledge volunteer contributions.

*Related Document - [Library Volunteer Procedures](#)*



Red Feather Mountain Library District  
**VOLUNTEER POLICY**

*(Continued from page 1)*

*Revision History*

*Revised and adopted by the Red Feather Mountain Library District Board of Trustees, March 10, 2026*

*Revised and adopted by the Red Feather Mountain Library District Board of Trustees, May 24, 2017.*

*Revised and adopted by the Red Feather Mountain Library District Board of Trustees, August 27, 2014.*

*Revised October 24, 2012.*

*Originally adopted June 22, 2011.*