



## Community Service Volunteer Policy

December 2020

The Riverside Public Library offers Community Service opportunities to Riverside residents and students in Riverside schools, depending on the availability of appropriate tasks and work schedules. All applicants must complete an application form. If a suitable assignment is available, an interview will be required as part of the application process before a Community Services opportunity can be found.

The Library cannot offer Community Service assignments to persons who have committed offenses including, but not limited to: theft, assault, arson, crimes against children, and crimes of a sexual nature. Applicants must agree to a background check and/or verification of the terms of the Community Service requirement.

Applications must be submitted well in advance of the deadline for completion of service. Community service is generally scheduled for 2 -6 hours per week at times convenient to the Library.

In the case of minors (under the age of 18) a parent or guardian must also sign the Community Service Application.

A Community Service assignment is not guaranteed until the application process, including an interview, has been completed and an offer has been made by the Library. Community Service will be terminated if there is any violation of Library rules or if the applicant fails to adhere to the assigned schedule.

Approved by the Board of Trustees March 13, 2012

Reviewed and Approved by the Board of Trustees December 8, 2020