

## Library Volunteer Policy and Procedures

The University of Rhode Island (URI) Library may on occasion have volunteers who perform services for the URI Library. Volunteers are unpaid and are not formally affiliated with the university or the library.

In general, volunteers are individuals who perform special projects or work for the library that may not be done otherwise, i.e., a retired URI librarian may do “recon” (cataloging of older materials) or assist in processing gift or special collections. Volunteers may NOT be used in place of compensated staff members; however volunteers may supplement staffing on occasion by providing services if appropriately trained.

In compliance with campus guidelines for volunteer insurance coverage, a volunteer in the URI Library must meet the following criteria to be considered a volunteer.

- The individual must be 18 years of age or older.
- The service performed by the individual is for the primary benefit of the University of Rhode Island.
- The individual is not paid to perform the service.
- The service is not performed for academic credit or to receive or qualify for some type of certification or accreditation.
- The service is not performed as an alternative to civil or criminal fine or penalty of serving a jail sentence, i.e., volunteer service cannot be part of court-imposed fine or sentence of community service.
- The service is provided under the supervision of URI faculty or staff member.
- The service must be performed on the University premises or in the greater Kingston area and cannot involve overnight travel.

In compliance with campus guidelines, volunteers will be covered by general liability insurance as long as they are acting on behalf of, and in the name of the University of Rhode Island, and as long as they do not purposely cause damage, harm or injury to self or others. *Volunteers are not covered by Worker's Compensation.*

Currently employed university or library staff may not serve as volunteers in the library at any time. URI students currently employed as student employees by the library or any other campus department may not serve as volunteers.

Volunteers may include former university or library staff who have voluntarily resigned or retired from their positions.

**Within the library, the following guidelines apply to volunteers.**

- **Volunteers will not be issued any type of university identification or keys to any library facilities.**
- **Volunteers should not be in staff work areas outside of their volunteer work hours.**
- **In general, volunteers are not assigned a specific workstation. Given that library staff will have priority for space and equipment, volunteers will use student workstations or workstations that are not assigned to specific library staff.**
- **Volunteers may be assigned an e-mail account upon the recommendation of the department head.**
- **Volunteers may not attend or participate in departmental meeting or in decision-making. The volunteer's supervisor will be responsible for communicating appropriate information to the volunteer in one-on-one meetings.**
- **Volunteers may not supervise staff or student employees.**
- **Volunteers in the library may not be granted any type of authority over financial accounts or library funds of any type.**
- **The library is unable to pay for parking for volunteers. Volunteers must make their own parking arrangements, i.e., pay for their own daily parking passes, etc.**
- **Volunteers are not eligible for any university benefits or discounts provided to URI employees.**