



WACL Volunteer Policy

The Western Allegheny Community Library believes volunteers are a vital part of any successful public library. Volunteers aid in making the best use of our fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the library, while helping the library expand and enrich its services. The library and its volunteers work together to achieve the goals and mission of the library.

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of a library supervisor or on behalf of the library. WACL accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers understand and agree that the library may at any time, for any reason, terminate the volunteer's relationship with the library.

WACL welcomes all who are interested to apply as a volunteer. Volunteers are recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. Any person interested in volunteering at WACL must fill out an application form and each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the library's discretion.

All volunteers will receive a general orientation on the purpose of the library, the program they will be working with and a tour of the Library. Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services will have an active role in the training of the volunteers.

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

Mandatory Clearances

Volunteers under the age of 18 must have consent from a legal guardian and will work under the supervision of a staff member or an adult volunteer. The Library will accept volunteers 13 and older.

All volunteers age 18 and older are required to submit the following clearances:

- A Pennsylvania Child Abuse History clearance dated within the past 5 years. Volunteers can obtain a free Child Abuse History clearance by visiting this link <http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>
 - [Child Abuse History Clearance Directions](#)
- A Pennsylvania State Police Criminal History Clearance dated within the past 5 years. Volunteers can obtain a free Criminal History clearance by visiting this link <https://epatch.state.pa.us/Home.jsp>
- If a volunteer has not lived in Pennsylvania for the past 10 consecutive years, a fingerprint clearance. Volunteers can obtain the clearance for \$22.60 by visiting this link: <https://www.identogo.com/locations/pennsylvania>
- Volunteers who have lived in PA continuously for 10 or more years do not need to complete the FBI clearance. Instead, they must sign the "[Affidavit Regarding Qualification for Volunteer Service](#)" and present it to the Library Director

These background checks are meant to ensure the safety of all children in the library community. Prospective volunteers are responsible for covering any costs involved in obtaining these clearances. All volunteers must submit the required clearances to the Library Director before the start of their volunteering.