

## Volunteer Policy: Community Service (Court-ordered)

The Amherst County Public Library will only accept persons **16 years old or older**, with misdemeanors in the following categories:

- Driving under the influence of alcohol
- Under-age drinking of alcohol (We will **not accept** the person who gives the underage person the alcohol)
- Traffic violations such as driving with no insurance, speeding, parking tickets, not paying traffic fines
- Trespassing in lawful locations
- Curfew violations

The Library **will not** accept individuals who have been charged with the following:

- Theft of any kind, including larceny, embezzlement, shoplifting, etc.
- Violence of any kind, including assault, child abuse, fighting, etc.
- Illegal drug charges of any kind
- Sexual charges of any nature, including indecent exposure, etc.
- Harassment
- Vandalism of any kind, including destruction of property, etc.
- Fraud
- Any other felonies

The case manager will call the library director or designee to place a community service volunteer and make arrangements. The case manager has a copy of this policy and understands the charges that are acceptable to the Library. The Library Supervisor is under no obligation to take an individual who appears to be unsuitable, or if the workload or staffing is limited.

The library director or designee and the community service volunteer will agree on a set schedule and if the community service volunteer is unable to make a certain date, he or she will call in ahead of time to cancel. If the community service volunteer becomes unreliable or is requiring more supervision than the library can offer, the Library Supervisor may request removal of the community service volunteer at any time and will mail the paperwork back to the case worker.

Each library will have a list of tasks suitable for community service work. It may include tasks such as shelving books, assisting the Friends of the Library, cleaning books and audio visual items, yard work, or trash pick up and removal. It will not include computer work or working with patrons.