



UGA Libraries Volunteer Policy & Procedures*

The University of Georgia Libraries may on occasion use volunteers to perform services for the Libraries. Volunteers are unpaid and are not officially affiliated with the University of Georgia or the Libraries. In general, volunteers will perform special projects or work for the UGA Libraries that may not be accomplished otherwise. Volunteers should not be used to replace a compensated staff member but to supplement staffing on occasion.

Individuals must meet the following criteria to be considered a volunteer the UGA Libraries:

1. The individual must be 18 years of age or older.
2. The individual is not paid to perform the service.
3. The individual is not performing work as part of court-imposed fine or sentence of community service.
4. The individual cannot be currently employed in any capacity by the UGA Libraries or the University.
5. The individual can be a former University or UGA Libraries employee who has voluntarily resigned or retired from his/her position.

The following guidelines apply to volunteers:

1. The service is normally short-term in nature and project-oriented.
2. Volunteers must work under the supervision of a UGA Libraries' staff member.
3. Volunteers may not supervise other employees.
4. Volunteers' service must be performed on University premises.
5. Volunteers should not be in staff work areas outside of their volunteer work hours.
6. Supplies or equipment will not be purchased for volunteers except under very specific circumstances.
7. Volunteers will not be issued any type of University identification.
8. Volunteers will not be issued any keys.
9. Volunteers are not eligible for any University benefits or discounts provided to UGA employees.
10. Volunteers must make their own parking arrangements, i.e., pay for their own daily parking passes, etc.
11. The department sponsoring a volunteer is responsible for providing adequate workspace, needed equipment, and appropriate training on that equipment in order to reduce the risk of injuries.
12. The department sponsoring a volunteer is responsible for determining the volunteers needed level of access to Libraries systems and for seeking approval from the Systems department for that access.
13. Volunteers may not be granted any type of authority over financial accounts or library funds of any type.
14. Volunteers are not covered by Workers' Compensation insurance.
15. The UGA Libraries, at their sole discretion, may end a volunteer's services at any time; a volunteer may end their service to the UGA Libraries at any time.

The following procedures must be completed:

1. Complete the [UGA Libraries Volunteer Request](#) form including a description of the scope, nature, and duties that will be performed by the volunteer. The volunteer, department and Libraries administration should fully understand the nature of the volunteer's work. Changes to the duties performed or the dates or schedule of the volunteer's service will necessitate the completion and approval of an updated [UGA Libraries Volunteer Request](#) form.
2. Obtain supervisor and department head review and approval.
3. Forward the UGA Libraries Volunteer Request form to the Libraries Human Resources Department for final determination of eligibility. The Libraries HR Department will obtain the approval of the University Librarian and will respond quickly to the department head, supervisor and volunteer with the final approval for the service.
4. Upon notification of approval, have volunteer sign a [UGA Volunteer Agreement](#) and forward to the Libraries HR Department. A description of volunteer duties should be attached to this document.

Contact the UGA Libraries HR Department at 706-542-2716 or libjobs@uga.edu if you have questions.