

## 2.8 Volunteers

The New Braunfels Public Library is committed to the utilization of various available resources to further its goals. It has been demonstrated that volunteers can enrich and expand library services and act as public relations spokespersons for the library. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.

### **I. Policy and Priorities**

Under the direction of the Library Director or assigned staff member, volunteers are expected to conform to all policies of the New Braunfels Public Library and the City of New Braunfels and are selected and retained for as long as the library needs their services. The Library Advisory Board recognizes that volunteers supplement, but do not replace, regular library staff. Volunteers may apply for paid positions under the same conditions as other outside applicants. To ensure the safety of all volunteers, employees and program participants, some duties may require that the volunteer sign permission for a criminal background check and be subject to other requirements as deemed necessary by the Library Director or the City of New Braunfels.

### **II. Library Service in Lieu of Nonresident Fees**

When non-resident volunteers have been with the library for three months (with a minimum of 12 hours worked), they will be issued a complimentary library card (normal cost \$25) for one year or have their present non-resident card privilege be extended to one year from that qualifying date.

When non-resident Visitor volunteers have been with the library for two months (with a minimum of 7 hours worked), they will be issued a complimentary library card (normal cost \$15) when they return for their next visit.

If volunteers continue to work for more than a year, the library card would be updated annually as needed to continue their privileges. This will NOT be advertised. This privilege will extend to volunteers of the Friends of the New Braunfels Public Library upon verification of service by the Friends Volunteer Coordinator, or for service on the Library Advisory Board, the New Braunfels Public Library Foundation Board or the Executive Committee of the Friends of the New Braunfels Public Library.

### **III. Qualifications for Volunteer Service**

Opportunities are also available for interested citizens to participate in the Friends of the Library upon the completion of a membership application. The Library Foundation board service is by nomination from existing board members. Openings on the Library Advisory



Board are open to residents and non-residents per City Municipal Code Article 78 – 27 – Library Advisory Board – Qualifications and Appointment of New Members.

The New Braunfels Public Library also accepts volunteers upon application through the Library Volunteer Coordinator.

Endorsed by the New Braunfels Public Library Board, Feb. 18, 2003; Sept. 18, 2006

Revised July 18, 2011

Endorsed May 21, 2012; Oct. 21, 2013

Revised Feb. 18, 2014

Endorsed Feb. 17, 2015

Revised March 16, 2015; March 21, 2016

Endorsed April 17, 2017

Revised April 16, 2018; April 19, 2021

Endorsed Nov. 28, 2022; Oct. 16, 2023;

Revised June 25, 2024

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director