

## **VOLUNTEERS IN THE BURNET COUNTY LIBRARY SYSTEM**

(see appendix K & L)

The four libraries of the Burnet County Library System welcome members of the community to volunteer their time. They may assist with tasks in the library, special projects, and events held outside the library. Library volunteers are expected to follow the libraries policies and procedures as directed by the library director. Volunteers must complete a volunteer application and submit to a Burnet County background check.

In accordance with labor laws and county personnel policy, paid staff of Burnet County may not serve during that period of employment as a volunteer at any of the Burnet County libraries. Employees are welcome to volunteer in the Friends of the Libraries Groups.

Volunteers are responsible for maintaining the confidentiality of all privileged information which they may be exposed. Failure to maintain confidentiality shall result in immediate termination of volunteer duties and or other corrective action.