Purpose & Intent
In accordance with policies and procedures set forth by the University of South Florida, Office of Human Resources, the Tampa Library supports the donation of time and services by volunteers.

Statement of Policy
A library volunteer is defined as any person who freely provides approved services to the library with no monetary or material compensation. Library volunteer:

a. Shall NOT be granted or guaranteed employment as a result of being a volunteer.

b. Are not subject to any provisions of laws relating to state or public employment, collective bargaining agreements, hours of work, leave time or benefits.

c. Are covered by Workers’ Compensation and state liability protection in accordance with the definition of a volunteer and the provisions of Florida Statutes Section 768.1355 – Florida Volunteer Protection Act and Florida Statutes Section 125.9504 – Volunteer Benefits.

d. Will be subject to a background check:

   a. The HR Unit of the Tampa Library shall coordinate the volunteer application process.

   b. An application for volunteer services shall be completed by all potential volunteers and reviewed for placement by the HR Coordinator and the appropriate Director or designee prior to permitting the volunteer to donate services.

   c. Library departments who desire a volunteer are responsible for the recruitment, selection, training, supervision, and scheduling of the volunteer.

      i. The library volunteer’s department is responsible for developing a job description, indicating the duties and the length of service.

      ii. The library volunteer’s department supervisor shall maintain an accurate record of hours worked by the volunteer as well as document and report time worked to outside agencies, as needed.

Authority
Refer to:

- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- Florida Statutes Section 768.1355 – Florida Volunteer Protection Act
- Florida Statutes Section 125.9504 – Volunteer Benefits.
- USF Human Resources website, Volunteer Services.
- USF Division of Human Resources, Volunteer Guidelines