**Court-Ordered Community Service Agreement**

The Rhome Community Library (the Library) accepts on a limited basis short-term court-ordered community service (COCS) volunteers from the court systems of Wise County, the City of Boyd, and the City of Rhome.

The volunteer’s offense must be of a non-violent and non-threatening nature. The volunteer must be 16 years of age or older, English language fluent, with misdemeanors in the following categories:

* Driving under the influence
* Under-age drinking of alcohol (We do not accept the person who provides alcohol to an under-age individual.)
* Traffic violations such as uninsured driving, speeding, parking tickets, non-payment of 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/drug paraphernalia possession or controlled substance charges
* Sexual charges of any kind, including indecent exposure
* Harassment
* Vandalism of any kind, including destruction of property
* Disorderly conduct
* Fraud
* Animal mistreatment or abuse
* Any other felonies

The Library reserves the right to refuse COCS to an applicant but does not discriminate acceptance of applicants based on race, nationality, alien status, gender, ability, or religion. The Library is under no obligation to take an individual who appears unsuitable, or whenever the workload or staffing is limited. Library activities may limit the number of volunteers that are accepted at one time. The Library has the right and authorization to accept or decline COCS volunteers.

Hours of volunteer service will be determined by the Library Director and/or the Librarian in discussion with the volunteer. Be aware the staff is involved in planning, gathering work-related equipment, verifying, supervising, demonstrating how jobs are to be performed, and purchasing needed tools and equipment. Volunteers may work with and may be supervised by any library staff member. If the volunteer becomes unreliable or requires more supervision than the library staff can offer, the Librarian may request the removal of the COCS volunteer at any time.

**Volunteer Terms and Conditions**

Volunteers may be asked to work on projects that are supportive of staff efforts. The Library will have a list of tasks suitable for community service work. It may include tasks such as shelving materials, preparing mailings, covering books, assisting with book sales, shifting collections, recycling activities, inventory, packing and unpacking deliveries, preparing seasonal displays, and cleaning the inside of the library. Exterior work may include building maintenance, window washing, painting, raking, pruning and trimming the shrubbery, weeding flower beds, mowing, trash pick up and removal. Inclement weather may alter tasks and schedules. Volunteers under 18 may not use power equipment.

All volunteers must adhere to a dress code. Casual business attire is preferred but not required. Jeans are acceptable as long as they do not have holes in them and fit tight enough around the waist that they do not droop past the top of the hips. No shorts, wind pants, or yoga pants. T-shirts must have sleeves. No tank tops, muscle shirts, jerseys, shirts with obscene or derogatory pictures or phrases on them. Comfortable shoes are needed since you might be standing and walking during your work. Proper attire for outdoor work includes sturdy footwear, gloves, long pants, and a long-sleeved shirt to protect the skin from sun, wind, poison ivy, etc.

The Rhome Community Library will not provide medical, health, or accident insurance benefits for any COCS volunteer. Volunteers will not be covered for any injuries sustained while functioning as a volunteer. Any injury at the library must be reported immediately to the Librarian or a working staff member.

COCS volunteers prior to engaging in any volunteer activity will be required to submit a Volunteer Application which shall be signed and dated. The following items are also required:

* Photo ID
* Copy of a court-issued judgment and sentence or order to complete community service
* Schedule a visit with a supervisory staff member
* For COCS volunteers, a timesheet provided by the court

NOTE: It is the COCS volunteer’s responsibility to make sure the timesheet is signed after work is performed.

Volunteer timesheets for work completed will be destroyed after one year.

By signing below, I acknowledge that I have read the Rhome Community Library Court-Ordered Community Service Agreement and agree with the Volunteer Terms and Conditions.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_