

**Subject: Community Service (Court-ordered)**

**Purpose:**

Court-ordered community service (or similar programs) can be a regular, dependable source of volunteer assistance. Community service volunteers represent a pool of diverse talent and can become goodwill ambassadors while paying their debt to society.

**Policy:**

Montgomery-Floyd Regional Library will only accept persons **16 years old or older**, with misdemeanors in the following categories:

- Driving under the influence of alcohol
- Under-age drinking of alcohol
- Possession of tobacco
- Disorderly conduct
- Traffic violations such as driving with no insurance, speeding, parking tickets, not paying traffic fines
- Trespassing (on a case-by-case basis)
- Curfew violations
- Abusive language

Arrangements for community service workers may be made in two ways:

- The case manager may call the library supervisor of the library where he/she wishes to place a community service volunteer and make arrangements. The case manager should have a copy of this policy and understands the charges that are acceptable to the Library.
- It is also possible for the individual to call the library and make his/her own arrangements. If that is the case, the charges must be reported to the library.

The Library Supervisor is under no obligation to take an individual who appears to be unsuitable, or if the workload or staffing is limited.

The Library Supervisor and the community service volunteer will agree on a set schedule and if the community service volunteer is unable to make a certain date, he or she will call in ahead of time to cancel. If the community service volunteer becomes unreliable or is requiring more supervision than the library can offer, the Library Supervisor may request removal of the community service volunteer at any time and will mail the paperwork back to the case worker.

Each library will have a list of tasks suitable for community service work. It may include tasks such as shelving books, assisting the Friends of the Library, and cleaning books and audio visual items. It will not include computer work or working with patrons.

**Attachments:** None

**References:** None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
December 13, 2006; revised December 13, 2011; June 15, 2016.

June 15, 2016



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Date

Margaret Christle, Chair