

Volunteer Policy

Approved 1/23/2012

1. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. Community service workers shall work under the same guidelines as other Library volunteers. The volunteers included in this policy are different from the Friends of the Library volunteers who are governed by their own policies and bylaws.
2. The Library Director serves as the volunteer coordinator. Staff will train and supervise volunteers. Volunteers will work during hours when adequate supervision is available. Work schedules, time commitments and tasks will be arranged individually between the volunteer and library staff.
3. All volunteers will fill out an application. This application will be kept on file for a minimum of one year regardless of the volunteer's status.
4. Acceptance of volunteers is at the discretion of the Library Director and Library Staff. If the Director or Staff does not feel that there is an appropriate match, the volunteer will be informed that his/her application will be kept on file for one year and he/she will be contacted when there is an opening.
5. It should be clear and understood by all that volunteers will not and cannot take the place of paid staff.
6. Volunteers should understand that they are recognized by the public as representatives of the Library and be guided by the same rules and requirements as employees.

Approved by the Board 1/23/12