

# VOLUNTEER POLICY

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## POLICY PURPOSE:

Volunteers are a valuable resource for the library; their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing.

Their services aid the library in making the best use of its fiscal resources and they help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work together for mutual satisfaction.

This policy provides the framework for an on-going volunteer recruitment, utilization and appreciation plan. As with all library policies, the responsibility for implementation rests with the Library Director.

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All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. Staff in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.

Interviews for volunteers may be requested by Director. Volunteers shall supply the library with emergency contact information.

The library does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Director.

Volunteers shall adhere to the guidelines for employee behavior/dress as outlined in the employee handbook.