**[YOUR LIBRARY]**

**Volunteer Policy**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library encourages volunteers to supplement the efforts of paid library staff to provide quality library services. Volunteers are connections to our community and are advocates for quality library services. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Library also hopes that this program will create opportunities for the volunteers to feel personal satisfaction while preforming a valuable services to their community.

* A volunteer is a person who contributes time, energy and talent directly to the Library and is not paid by the library.
* Volunteers are recognized by the public as representatives of the \_\_\_\_\_\_\_\_\_\_\_\_ Library and are guided by the same work a behavior codes as employees.
* Volunteers will often come in contact with library patrons and may be the first impression the patron has of the library. It is important that volunteers maintain professional and friendly demeanor at all times. It is expected that volunteers dress and appearance are appropriate for a business environment and in keeping with their work assignment.
* Nothing in this policy creates a contract between the volunteer and the \_\_\_\_\_\_\_\_\_ Public Library. Both the volunteer and the Library can terminate their association at any time, for any reason without cause being stated.
* Prior to volunteering, applicants must complete an application for volunteer work. The \_\_\_\_\_\_\_\_\_\_\_ Public Library has the absolute right to decline anyone as a volunteer without cause or statement of reason.

Accepted is based

* All work performed by volunteers is to be supervised by library staff. The schedule of volunteer work at the Library is dependent upon the availability of staff to supervise. The Library will provide sufficient training to prepare the volunteer to successfully perform their duties.
* Volunteers must follow all library policies and procedures, especially those relating to confidentiality of Library records. All transactions are strictly confidential. This includes any information about materials looked at, asked for, or checked out, as well as any patron reference questions. Failure to maintain confidentiality will result in immediate termination of the volunteer.
* Should the volunteer have a grievance with a staff person, another library volunteer or library patron, every attempt to resolve the situation will be made through the Library Director.

I have read and understand this policy.

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Library Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_