

VOLUNTEERS

Volunteers are welcomed as a part of the Library program to provide and enhance services to the public. Volunteers will be scheduled according to the needs of the Library, taking into consideration the amount of time the volunteer can give. In most circumstances, a volunteer will be asked to commit to a two-hour period once a week.

1. Volunteers should always conduct themselves in a businesslike, appropriate manner – in their speech, behavior and dress.
2. Volunteers should be dependable and prompt. The Library should be contacted if a volunteer will be unable to work at the expected time.
3. Volunteers will be assigned projects according to their interests and abilities as well as the needs of the Library staff. Projects may be long-term or a one-time request depending on Library needs.
4. Volunteers will not be expected to work the circulation desk or take any other role which require interaction with the public. In certain circumstances, a volunteer with specific expertise may assist in story-telling or other activities with the children's program.
5. Volunteers will primarily be given responsibilities such as shelving, filing, preparing books for circulation, data input, assistance in program activities or special projects under the supervision and guidance of paid staff.
6. Volunteers may not bring small children to the Library during the time frame in which the volunteer is scheduled to work. The Library staff cannot provide supervision of small children. Older children who can work independently or read quietly may accompany a parent who is a volunteer.

Regular volunteers are those who work on a scheduled basis – at least three times each month. Special volunteers are those who work on a project or special event on a short-term basis (such as community service).

In recognition of the work performed by regular volunteers, the Library will provide the following benefits free of charge at the discretion of the Librarian:

- Copies from a copy machine or printer (10 per month)
- Local faxes (2 per month)
- Laminating (2 items per month)
- Notary service (4 items per year)

ALL BOARD MEMBERS AND OFFICERS OF THE FRIENDS OF THE LIBRARY ARE RECOGNIZED AS REGULAR VOLUNTEERS BECAUSE OF THE TIME AND ABILITIES WHICH ARE CONSISTENTLY DONATED ON BEHALF OF THE LIBRARY AND ITS ACTIVITIES.