

## **VOLUNTEER POLICY**

The Elting Memorial Library Board of Trustees recognizes that 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 help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community.

Library volunteers are coordinated by the Board of Trustees and the Director and their designees and must be at least 14 years of age, except where such an age requirement is not needed and there will be older volunteers available to oversee under-14 volunteers (e.g. the "Read to a Dog" program).

Library volunteers are bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

Library volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They are "at-will." In other words, they serve at the Library's discretion and their volunteer services may be terminated at any time and for any lawful reason.

The Library accepts volunteers requiring court ordered community service at the discretion of Library management. Court ordered community service volunteers are required to be interviewed by Library management prior to being accepted for service.

*Adopted August 2015*