



## **Schuylerville Public Library**

### **Policy: Volunteer**

The Schuylerville Public 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. Volunteer 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. The library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of library volunteers and seek to expand the library volunteer group as needed.

Schuylerville Public Library volunteers are coordinated by the Manager or designee and must be at least 13 years of age. Parental consent is required for all volunteers below the age of 18. Each volunteer must complete the Library Volunteer Application Form which will be kept on file at the library. Volunteer talents, experience, availability and interests will be considered in job assignments.

Schuylerville Public Library volunteers are bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the library. A list of volunteer guidelines will be provided to each incoming volunteer.

Volunteers working in the library are covered by Schuylerville Public Library's Property and Liability Insurance Policy.

Volunteers are asked to record their hours of service in the Volunteer Log Book located at the Circulation Desk.

Volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis.

Approved by the Board of Trustees, July 8, 2014