

**Town of Lake Pleasant Public Library**  
**2864 State Route 8**  
**Speculator, New York 12164**

**VOLUNTEER POLICY**

**September 27, 2016**

The Town of Lake Pleasant 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~~ staff. Volunteers aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations **by being**. ~~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.

Lake Pleasant Public Library volunteers work under the direction of the ~~Coordinator of Volunteers in conjunction with the~~ Library Director and must be at least 13 years of age. Volunteers under the age of 13 may be accepted and approved on an individual basis at the discretion of the Director and/or Coordinator of Volunteers. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours at the Library. The Library accepts volunteers requiring court ordered community service (non-violent offenders only) at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service.

Each volunteer must complete the "Library Volunteer Interest Form" which will be kept on file at the Library, **and which will help determine the tasks they are assigned**. Forms are available at the circulation desk. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteers talents, experience, availability and interests will be considered in job assignments.

Lake Pleasant 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 and representatives of the Library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the Library's **Volunteer Handbook**. ~~"Library Volunteer Guidelines" document.~~

Volunteers work with the status of "at will" employees and the Lake Pleasant Public Library has the right to terminate the volunteer's working association with the Library at any time, **providing just cause has been documented and is non discriminatory and** ~~for any reason;~~ **such reasons shall be kept confidential**. Volunteers working in the library are covered by the Lake Pleasant 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.