

## **OPERATIONS**

### **Volunteers**

**I. STATEMENT** Red Jacket Community Library encourages individuals and groups to volunteer in the service of the library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the community it serves.

**II. PURPOSE** To provide guidelines for volunteer service and recognition.

### **III. POLICY**

#### **A. VOLUNTEER COORDINATION**

1. Library volunteers are coordinated by the Library Director, or designee.
2. Volunteers must be at least 12 years of age. Volunteers between the ages of 12 and 15 must be supervised by an adult volunteer.
3. Each volunteer must complete the Library Volunteer Application prior to beginning volunteer service. Applications are available at the library and on the website.

#### **B. VOLUNTEER GUIDELINES**

1. Library volunteers are bound by all Library policies, procedures and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as library staff.
2. Volunteers work with the status of “at will” employees and the Library has the right to terminate the volunteer’s working association with the Library at any time, for any reason.
3. Volunteers working in the Library are covered by the Library’s Property and Liability Insurance policy.

#### **C. FRIENDS OF THE RED JACKET COMMUNITY LIBRARY**

1. The Friends of the Red Jacket Community Library is a library friends group, a formal association of people who unite to plan and execute, programs and events to benefit the Library, in alignment with the Library goals and the needs of the Director. In particular, the Friends are often heavily involved in fund-raising for the Library and often oversees periodic book sales.
2. As with all friends groups, the Friends of the Red Jacket Community Library serve at the pleasure of the Library Board of Trustees, which is the only body with legal authority to set policy for the development of the Library.

Revision History	
May 2021	New policy