

# Tupper Lightfoot Memorial Library

## Volunteer Policy

Purpose: The Tupper Lightfoot Public Library encourages volunteers to supplement the efforts of paid library staff to provide quality library collections, services and programs; to serve as a method for area residents to become familiar with the library; to support library activities and to create opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is a person who performs tasks for the Tupper Lightfoot Memorial Library without wages, benefits or compensation of any kind.
2. Prior to volunteering, applicants must have completed a current volunteer application, which is kept on file with the Assistant Library Director.
3. Volunteers must have a library card at the Tupper Lightfoot Memorial Library and their account must be in good standing.
4. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.
5. Volunteers must meet Patron Code of Conduct.
6. Nothing in this policy creates a contract between the volunteer and the library or the City of Brundidge. Either the volunteer or the library can terminate association at any time, for any reason, without any cause being stated.
7. Volunteers are most needed during—
  - a. Special programming/projects, e.g., Dr. Seuss; grant projects
  - b. Weekly children/young adult programming, e.g., home schoolers.
  - c. Lunch
8. Volunteers under the age of eighteen must have the consent of a legal parent or legal guardian.
9. Volunteers should be at least fourteen years old.
10. While on duty, volunteers are encouraged to refrain from use of cell phones, except in the case of an emergency.
11. Volunteers are responsible for safe keeping of cell phones and personal belongings.
12. All work performed by volunteers is to be supervised by library staff.
13. The number of volunteers accepted is based upon the amount of work and supervisory time allocated and needed.
14. Volunteers must arrive when scheduled or contact the library if they will be absent.
15. Travel to and from library is the responsibility of the volunteers and parents.
16. Volunteers may be asked to accompany library staff in personal vehicles when needed.
17. Volunteers must follow all library policies and procedures, especially those relating to confidentiality of library records. Failure to maintain confidentiality will result in immediate termination of the volunteer. Volunteers must sign in and out. Volunteers are responsible for approval of hours volunteered.
18. Any grievance should be discussed in private with the Assistant Library Director.

I have read and understand the Tupper Lightfoot Memorial Library Volunteer Policy.

Signature: Sara D. Bowden Date: \_\_\_\_\_

Signature of legal parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by The Tupper Lightfoot Memorial Library                      October 2016

\_\_\_\_\_ (Signature of Chair)