

FREEDOM PUBLIC LIBRARY

VOLUNTEER POLICY

The Freedom Public Library Trustees recognize that volunteers are a valuable resource for the Library. Their efforts help the Library to achieve its mission to provide service and welcome to the community. Volunteers help the Library connect to other groups and organizations. They also can be valuable advocates for the Library. Library staff will support Library volunteers, recognize the contributions of volunteers, and seek to expand the volunteer group as needed. Library staff will ensure a supportive and welcoming volunteer experience.

Freedom Public Library volunteers are coordinated by the Assistant Librarian and must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the Library. Application forms are available at the Library or on our website at www.freedompubliclibrary.org. Volunteers may be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in work assignments. Volunteers may be required to provide personal references or background information to ensure their suitability as Library volunteers.

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

Freedom Public 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. The Assistant Librarian or the volunteer may terminate the volunteer agreement at any time, for any reason permitted by law, with or without cause and with or without notice.

Freedom Public Library volunteers must have automobile insurance if they are driving on Library business (e.g., to the Transfer Station, to deliver books, or to the Post Office). In case of an accident their personal auto policy is the primary source of recovery for themselves and/or other parties involved. Volunteers may be asked to verify coverage before using their vehicle for Library purposes.

Volunteers are asked to record their hours of service on the Volunteer Calendar located at the Circulation Desk.

Accepted by the Trustees-6/24/2011

Amended by the Trustees – 5/25/17