

Volunteer Policy

The Saugerties 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.

Saugerties Public Library volunteers are coordinated by the Director, or designee, and must be at least 13 years of age. Each volunteer must complete the *Volunteer Application*, which will be kept on file in the Library. *Volunteer Applications* are available at all service desks and on the Library's website. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

Saugerties 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 and will be guided by the same work and behavior policies as employees.

Volunteers work with the status of "at will" employees and the Saugerties Public Library has the right to terminate the volunteer's working association with the Library at any time, for any reason. Volunteers working in the library are covered by Saugerties 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 Information Desk.

The Library accepts volunteers requiring court ordered community service 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.

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 volunteer must sign a consent form for their children to perform volunteer service hours at the Library.

Approved by the Saugerties Public Library board on February 10, 2015

Review History:

Review Cycle: 3 years



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SAUGERTIES PUBLIC LIBRARY

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www.saugertiespubliclibrary.org

VOLUNTEER APPLICATION

Name _____ Phone _____

Address _____

Date of Birth ___/___/___ Driver's License # _____ State issued _____

Place of Employment/School _____ Position _____

Do you have any physical limitations? If so, please list _____

Special Interests/Skills _____

Do you have a Saugerties Public Library card? _____ Are you a frequent patron? _____

Do you have prior volunteer experience? _____ If yes, please explain _____

Why are you interested in volunteering? _____

In what areas are you interested in volunteering? _____

How many hours per month are you willing to commit to Saugerties Public Library? _____

Do you prefer regularly scheduled hours or as-needed assignments? _____

Emergency Contact Information:

Name _____ Relationship _____ Phone _____

Please list two references:

1. Name/Position _____ Phone _____

What is your relationship to this individual? _____

2. Name/Position _____ Phone _____

What is your relationship to this individual? _____

Signature of Volunteer _____ Date _____

Signature of Parent /Guardian, if applicant is under 18 _____ Date _____