



**134 N Main St  
Canandaigua, NY 14424**

## **Volunteer Policy**

ADOPTED by Wood Library Board of Trustees 05/22/2023

### **Purpose**

Wood Library recognizes that volunteers can provide a valuable service to the library. Therefore, Wood Library has adopted this Volunteer Policy to outline the expectations and guidelines for library volunteers.

A “volunteer” is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation and/or provision of compensation and without benefits for their time and service.

### **Guidelines**

Although the activities of library volunteers are governed by all library policies and procedures, volunteers are not to be utilized to replace library staff.

- Those seeking to volunteer will submit a Library Volunteer Application to the Volunteer Coordinator.
- Minors under the age of 17 seeking to volunteer must have a guardian sign their volunteer application.
- Volunteers will participate in an interview and receive an orientation prior to starting.
- Volunteers are assigned tasks based on the needs of the library and that are within their individual capabilities.
- Volunteer hours are to be during the regular operating hours of the library, not before or after, unless there is a special event outside of the regular operating hours and/or pre-approved by the Executive Director and/or Volunteer Coordinator.
- Volunteers are never permitted to be inside the library without library staff.
- Volunteers are not permitted to field reference inquiries or perform regular, daily activities that are assigned to staff.
- Volunteers will respect the confidential information held in the library including, but not limited to, patron names, addresses, phone numbers, and loan requests.
- Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as library staff and patrons.

Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be displayed between all library staff, volunteers, and patrons.

### **Community Service**

A person wishing to volunteer at the library temporarily as part of a requirement for school, a scouting organization, or other group must seek permission from the Volunteer Coordinator to complete service hours at Wood Library. At the conclusion of the service hours, all necessary paperwork must be presented to the Volunteer Coordinator to complete.

### **Ongoing Use Evaluation**

The Volunteer Policy will be periodically evaluated by the Director and Board of Trustees and updated as needed. Questions or concerns regarding Wood Library's volunteers or Volunteer Policy should be forwarded to the Director.

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