

# BANCROFT PUBLIC LIBRARY

## VOLUNTEER POLICY

The Bancroft 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. Their 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.

Bancroft Public Library volunteers must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the Library. At the Library Director's discretion, volunteers may be interviewed to better determine their interests and levels of experience. The Library Director will determine and coordinate volunteer assignments.

Volunteers are bound by rules contained in the Bancroft Public Library's policies and guidelines, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

Bancroft 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. They work with the status of "at-will" employees. They work under the "at-will" guidelines contained in the Bancroft Public Library Employee Handbook.

The Library accepts Court-ordered community service volunteers at the discretion of the Library Director. These volunteers must be interviewed by the Library Director prior to being accepted for service.

Junior volunteers under the age of 14 required to perform service for school-based programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

**Adopted:** July 7, 2020

**Reaffirmed:** May 10, 2022