

FREEDOM PUBLIC LIBRARY

VOLUNTEER POLICY

The Freedom Public Library Trustees recognize that volunteers are a valuable resource for the Library. Their energy helps the Library to achieve its mission to provide service to the community. Volunteers enhance, rather than replace adequate staffing. Their services help the Library make the best use of financial resources and help the Library connect to other community groups and organizations. They also can be valuable advocates for the Library in the community. Library staff will continue to work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Freedom Library volunteers are coordinated by the Director 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 www.freedompubliclibrary.org. In some cases, volunteers will be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Freedom 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 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. This means that either the Library Director 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 Library Volunteers must have automobile insurance if they are driving on Library business (to the Transfer Station, to deliver books, or to the Post Office for example). Their personal auto policy is the primary source of recovery for themselves or the parties with whom they involve in case of an accident. Volunteers may be asked to verify coverage before handling volunteer duties involving the use of their vehicles. If there are field trips offsite, two adults must accompany the children and each child must have the written permission of a parent or guardian.

Volunteers are asked to record their hours of service in the Volunteer Calendar located at the Circulation Desk. These statistics are reported to the Board of Selectmen at the annual budget review.

Accepted by the Trustees 6/24/2011

Amended by the Trustees 1/13/2012