

## **Edith B. Ford Memorial Library**

### **VOLUNTEER PROGRAM POLICY**

The purpose of the Edith B. Ford Memorial Library Volunteer Program is to offer individuals the opportunity to make a positive contribution to the quality of community life through serving as volunteers in our library and to enable the library to provide services and service enhancements that could not be provided without volunteers.

Volunteers must complete a volunteer application form available at the library. Volunteers under the age of 18 must have an approval form signed by a parent or legal guardian. The library has opportunities for volunteers in several different areas of service. Applicants will be interviewed by the Volunteer Coordinator of the area in which they wish to volunteer as noted on their application.

Volunteers must receive orientation and training in the specific area of service to which they have applied prior to beginning service. Volunteers work under the supervision of library staff and are evaluated on a periodic basis. Volunteers who do not perform in accordance with acceptable library standards are either assigned alternate jobs or advised that their service cannot be used by the library. Volunteers agree to a working partnership with library staff and this partnership shall be based on mutual respect.

Volunteers shall receive regular recognition for their services; an accounting of volunteer's time as reported by the volunteer or the volunteer coordinator and the right to list the library as a reference, if desired.

The Edith B. Ford Memorial Library is able to provide basic accident coverage for volunteers while working at the library.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Edith B. Ford Memorial Library. Both the volunteer and the Edith B. Ford Memorial Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Approved by the Board of Trustees October 21, 2008.  
Reviewed: (date) Changes/No Changes