

## VOLUNTEER POLICY

TFML Policy No. 14

The Board of Trustees and Staff of The Thomas Ford Memorial Library established this Volunteer program realizing that the talents and efforts of Volunteers are vital to the Library's success in achieving its mission of service to the community. In turn, the Library is committed to facilitating the Volunteer library service as a rewarding community service experience for individuals participating in the program.

### 14.1 Availability

14.11 Volunteer opportunities are limited to project availability at the discretion of the Library. Volunteers will not be given more than 10 hours of service per month.

### 14.2 Volunteers

A volunteer is defined as a person who gives his/her service without any express or implied promise of remuneration.

14.21 Volunteers must be at least 10 years of age.

14.22 Potential volunteers will have an initial interview with an Adult and Teen Services staff member. All volunteer hours must be pre-arranged.

14.23 Assignments of volunteers will be based on assessed skills, interests and experiences of each individual with every effort made to provide suitable tasks.

14.24 Relatives of persons currently employed by the Library are eligible to volunteer but will not be working directly for or supervising a relative.

14.25 Volunteers will be trained to perform their specific duties as needed.

14.26 Volunteers will abide by applicable provisions of TFML Policies and Procedures, in particular, Personnel and Sexual Harassment Policies.

14.27 The Library requires that volunteers perform their duties in an appropriate professional manner because the public will view them as representatives of the Library. Volunteers who make a commitment to assist the Library at certain times or on certain dates should make every effort to honor that commitment and, if circumstances make that impossible, to inform the Library as soon as possible. The Volunteer Coordinator will assist volunteers in dealing with any performance or attendance issues that may occur.

14.28 Volunteers may resign from their service at any time and the Library may discontinue the acceptance of a volunteer's services with or without cause or notice at any time.

#### 14.3 Coordination of volunteer activities

14.31 Volunteers report directly to and are supervised by a designated staff person in the work area to which they are assigned.

#### 14.4 Confidentiality

Patron information is confidential and volunteers will not discuss or share such information with others.

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