

# Gowanda Free Library Volunteer Policy

## **Policy:**

The Gowanda Free 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. Volunteer 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. The Library Director will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

Gowanda Free Library volunteers are coordinated by the Director, or designee, and must be at least 13 years of age. Each volunteer must complete the “Volunteer Application” which will be kept on file in the Library. Applications are available at the circulation desk. Volunteer talents, experience, availability and interests will be considered in job assignments.

Gowanda Free Library volunteers are bound by the rules contained in all Library policies and procedures, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees.

Volunteers work with the status of “at will” employees and the Director has the right to terminate the volunteer’s working association with the Library at any time, for any reason. Volunteers working in the library are covered by Gowanda Free Library’s Property and Liability Insurance policy.

Trustees who pursue the role of volunteer must be sensitive to the potential conflict of authority that may arise. It is best to avoid such situations whenever possible. \*

Volunteers are asked to record their hours of service in the “Volunteer Log Book”.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director/Manager prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteer must sign the Junior Volunteer Agreement for their children to perform volunteer service hours at the Library.

---

Adapted from Kent Public Library Volunteer Policy

\*Adapted from “Handbook for Library Trustees” 2010 Edition