



## Emma S. Clark Memorial Library

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[www.emmaclark.org](http://www.emmaclark.org)

*"The Heart of the Three Village Community"*

### **VOLUNTEER POLICY**

The Emma S. Clark Memorial Library, within its discretion, encourages the providing of opportunities on a limited basis for Three Village Central School District residents to volunteer in special programs or projects. From time to time, the Library encounters special short-term projects where voluntary assistance may be helpful. Volunteers may be recruited through individual contact with staff members, through existing community groups, or through names submitted for consideration for such duty. Prior to the commencement of any volunteer services, all volunteer groups or individuals must receive the Director's or the Director's designee's written approval of the services to be performed and the specific individuals to perform such services. The Library reserves the right to request references and/or background information on any proposed volunteer and may decline the services of any volunteer without having to state reasons for such declination of services. Volunteers shall not be utilized to supplant or replace established staff positions.

Volunteers shall work directly with and under the supervision of Library staff, who shall guide them in their work. Volunteers are expected to act in accordance with all Library directives and policies, follow all directions and instructions of the supervising staff member and reflect positive service attitudes to all Library patrons. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation.

Volunteers will regard their assignments as serious commitments, with the understanding that volunteer work will require their full attention and that they will not entertain friends or family while on duty. Volunteers will be on time or will notify the Library if unable to arrive when scheduled. Volunteers will report to the appropriate Library staff member when arriving and departing. If there is a question or problem, volunteers will promptly seek assistance from the Library staff.

All volunteers will dress neatly and appropriately, understanding that they are a representative of the Emma S. Clark Memorial Library.

All volunteers must be at least twelve (12) years of age OR have completed 6<sup>th</sup> grade. The parent or guardian of all volunteers under the age of eighteen (18) years of age shall provide

his/her written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this Policy. All volunteers shall be provided with a copy of this Policy prior to commencement of their services.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. Volunteers will discontinue service when their assigned program or project is completed or terminated. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.

Each volunteer (or the volunteer's parent/guardian if the volunteer is a minor) will execute a "Hold Harmless Agreement" waiving any and all claims, actions, damages, etc. that may otherwise arise as a result of any injury or damage to person or property associated with the volunteer's service to the Library.

Adopted 9/21/2011

Amended 7/15/2015