

# Volunteers

It is the policy of the Sayville Library to accept qualified volunteers to assist with various tasks and programs conducted by the Library.

## Definition

A volunteer is one who is offering time and energy to the Library without compensation. Volunteers perform under the direct supervision of the Director or designee. Volunteers will not be used to substitute for those employees holding established staff positions.

## Requirements & Specifications

The minimum age to volunteer is 10 years. Volunteers aged 17 and younger must provide written consent from a parent or guardian. Such consent shall contain an acknowledgement of the parent's or guardian's understanding of the terms of this Policy. Volunteers under the age of 16 cannot volunteer more than four (4) hours per day. Youth volunteers may not work without direct supervision by a staff member.

Persons interested in a volunteer opportunity may be required to complete Volunteer Application Forms and indicate their area of interest. Submitting an application does not constitute the necessary approval of being granted a volunteer position.

The library possesses the right to decline any application without explanation.

Volunteer candidates may be asked to participate in an interview.

The Library reserves the right to carry-out background and references checks of volunteers.

Volunteers are placed according to their skills and interests as well as the Library's needs.

The Library may accept as volunteers those participating in student community service activities; student intern projects; and other volunteer-referral programs. In each of these cases, however, an agreement must be in effect with the organization, school, or program from which the special case volunteers are sponsored and must identify the terms of the responsibility for the management and supervision of the volunteers.

## Duties and Responsibilities

The Library supports the effective utilization of volunteer time as a means of:

- Adding services of value to existing programs
- Allowing the Library to expand its programs or services
- Promoting public awareness of Library services

- Increasing Library visibility at community events
- Supporting community events

Volunteers are considered representatives of the Library while engaged in Library activities and are required to conform to all the rules and regulations of the Library's paid staff, including those for dress and conduct.

Volunteers may be required to sign in and out and record their hours while working on Library premises or on behalf of the library. Volunteers are expected to work the hours agreed upon. If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be provided as far in advance as possible. Volunteers who do not report for three consecutive scheduled days without notification will be deemed to have resigned.

### **Limitations & Restrictions**

Volunteers may not engage in activities that might reveal confidential patron information; and they may not utilize the Integrated Library System.

No person who may possess a conflict of interest with any activity or program of the Library shall be accepted or serve as a volunteer.

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. 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.

### **Additional Opportunities**

In order to aid the community in locating a wider range of volunteer opportunities, the Library's Adult, Teen and Children's Services maintain files of community agencies identified as accepting the assistance of volunteers.

Adopted: June 12, 2017