

VOLUNTEER POLICY
CONRAD PUBLIC LIBRARY

GENERAL STATEMENT

Volunteer workers are unpaid staff who give their time and talents to assist the library staff in operation and programming of the Conrad Public Library. Volunteers may work on short-range projects and programs or give continuing service over an extended period of time.

GUIDELINES

1. Volunteers will be coordinated by the Library Director or by a person designated by the Director.
2. The volunteer coordinator's responsibilities will include recruitment, a job description for each volunteer, training, scheduling, evaluation, and appropriate recognition of all volunteers.
3. Persons volunteering for service at the Conrad Public Library will apply to the volunteer coordinator and fill out the appropriate forms.
4. Attempts will be made to assign volunteers meaningful work which uses their talents, experience, training, and interests.
5. Volunteers will be given an orientation and clear job description for the work assigned.
6. Volunteers will keep a regular record of hours of service and tasks performed.
7. Volunteers shall not supplant or displace established staff positions.
8. On prior approval of the volunteer coordinator, volunteers may be reimbursed for work-related expenses of supplies, materials, or travel.

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Reviewed: February 8, 1996

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Reviewed: January 10, 2011

Reviewed: December 2, 2014

Reviewed: November 30, 2017

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