

Policy Statement

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual, or supplemental services and tasks that further the library's mission. Volunteer assignments do not displace paid staff positions.

Regulations

1. A completed application is required. Volunteers younger than eighteen (18) years of age must have their "Volunteer" application signed by a parent or guardian.
 2. Volunteers must be at least eleven (11) years of age. Permission from a parent or legal guardian to serve is required for volunteers under the age of eighteen (18).
 3. Volunteers younger than eighteen (18) may be required to obtain a work permit from their school.
 4. Volunteers serve without compensation or benefits.
 5. A background check shall be completed as part of the application process.
 6. Applicants will be approved to become volunteers at the discretion of the library.
 7. Volunteers are recognized by the public as representatives of the library and shall be guided by the staff *Employee Conduct Guidelines* policy.
 8. Volunteers serve at will and may be discharged with or without cause or notice by the library director or a volunteer coordinator at any time.
 9. Unique volunteer partnerships may be made at the discretion of the library director and the volunteer coordinators.
 10. The library does not have community service opportunities for those requesting a limited or specific number of service hours to satisfy a particular obligation such as a court order.
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Approved: October 14, 2019
Comstock Township Library Board of Trustees