

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 504
Title: Library Volunteers

Policy Statement:

Library volunteers shall be responsible to, and work under, the supervision of the library manager. The library manager may, at their discretion, delegate direct supervision to adult staff members.

Guidelines and Procedures:

Duties/Responsibilities

1. To assist with maintaining the collection in good order and repair, filing materials and reading shelves (ensuring that books are in the correct order).
2. To assist in the overall operations of the library and any outreach programs.
3. Active recruitment shall be the responsibility of the Library Manager but all board members and staff should be alert to inquiries that indicate an interest in volunteering.
4. All “community service” requests will be accepted under the discretion of the library manager.
5. Must present both a clean criminal record check and a child welfare check.

Policy #504

Library Volunteers

Date Approved: September 10, 2014

Date to Review: March 18, 2023