

P-102 Volunteers

REVIEWED:	June 2022
REVIEW PERIOD:	Annually

VOLUNTEERS

- 1.1. Volunteers shall be bound by the same standards of conduct, obligations, confidentiality, and relevant policies as staff
- 1.2. The recruitment, engaging, training and supervision of volunteers shall be the responsibility of the library manager
- 1.3. Guidelines for qualification s of volunteers are:
 - Age: fifteen (15) years or older
 - Education: sufficient to meet the demands of a position
 - Skills: suitable to the position
 - Terms of Service: the volunteer should demonstrate specific commitment in terms of hours and period, or for the duration of a specific program as appropriate
 - Evaluation: at the discretion of the library manager or volunteer
- 1.4. Volunteers should be provided with job descriptions and the required procedures necessary to complete their duties
- 1.5. Volunteers should attempt to give twelve (12) hours notice if unable to work on any scheduled day
- 1.6. As a token of appreciation for services provided to the library, each year volunteers will receive a complimentary resident adult library card or equivalent at the discretion of the library manager