

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Personnel

**Policy Number:** 504

**Title:** Library Volunteers

**Policy Statement:** Library volunteers shall be responsible to and work under, the direction of the Library Manager.

**Guidelines and Procedures:**

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 trustees and staff should be alert to inquiries that indicate an interest in volunteering.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024