

FRIDAY MEMORIAL LIBRARY VOLUNTEER POLICY

Volunteers help Friday Memorial Library enrich its services and will not be used to replace the work done by paid library staff. The volunteer program serves the needs throughout all library departments and services. The library staff and its volunteers work together for mutual satisfaction and for the benefit of the library and community. We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services and programs
- Increase involvement and support of the library by the public

Friends of Friday Memorial Library

The Friends of Friday Memorial Library is a volunteer organization established as a 501 (c)(3). A Board of Directors sets their policies and oversees their operation and expenditures. The Board or its designee is responsible for their volunteers. If a problem arises with one of their volunteers violating policy, the Library Director will take the issue to the Friends' Board for action.

Volunteer Guidelines

- Volunteers must have a library card and be in good standing with the MORE Library Consortium.
- All volunteer candidates are required to complete a volunteer application form which will be kept on file.
- Candidates will be accepted based on library needs and the candidate's qualifications to meet those needs.
- Volunteers may be subject to a background check. *Volunteers working with teens, tweens or children will be subject to a background check.
- Acceptance of an application is at the library's discretion.
- Parents/Guardians of volunteers under the age of 18 must sign a consent form for their children to volunteer.
- Members of the Friends of Friday Memorial Library are not required to apply as library volunteers.
- Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees.
- The library will not accept court-ordered community service volunteers.