# VOLUNTEER POLICY

**PURPOSE**: The Volunteer Program of the Almond Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The program serves as a method for encouraging area residents to become familiar with their library and its services, and supplements the efforts of paid library staff.

**POLICY**: A volunteer is a person who performs tasks for the Almond Library without wages, benefits, or expectation of compensation of any kind. Volunteers do not replace paid library staff but enhance and extend their services and are not considered employees of the library.

Selection of volunteers is based on the needs of the library at any given time, the qualifications, skills and interests of applicants, and the volunteer's ability to commit to a consistent and ongoing schedule of hours.

All volunteers must submit an application. The screening process includes an interview, orientation, training, supervision, and follow-up. Volunteer applicants are checked against the Official New York State Sex Offender Registry website.

Anyone with a sexual offense conviction is ineligible to volunteer. The minimum age requirement for adult volunteers is 18 years old. For teen volunteers, the minimum age is 13 years old.

Prior to being assigned to a volunteer position, volunteers will be interviewed to ascertain their suitability for, interest in, and ability to meet the requirements of the position, factors that will have a bearing on placement of volunteers.

Volunteers are accepted and enrolled by the library upon successful completion of the above screening process.

Applications will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and qualifications.

Library staff cannot volunteer at the library. The library cannot guarantee a position for each potential volunteer.

The library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at any time at the discretion of the Library Director.

Opportunities for volunteer placements are identified by library staff and the Library Director. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to, or conflict with, the provision of services to patrons or others.

In the event of an opening for paid position within the library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.

Volunteer assignments will be made for specific time periods to enable the staff to plan their work.

Adopted by the Library Board of Trustees on 06/25/2026

Volunteers are expected to:

- Arrive at the library in time to begin work as scheduled or call the library in advance if the will be absent. Each volunteer should ask staff members for guidance to complete their tasks.
- Present a good image to the community.
- Act in accordance with library policies and reflect positive customer service attitudes to all library patrons.
- Maintain the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, or other persons, or involves the overall business of the library.
- Dress appropriately for the conditions and performance of their duties and in compliance with the library's Personnel Policy, which will be provided to the volunteer at orientation.

Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignments are subject tot dismissal.

All personal volunteer information is collected for internal purposes only and is considered confidential.

Nothing in this policy shall be deemed to create a contract between the volunteer and Almond Library. The volunteer and the Almond Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

Adopted by the Library Board of Trustees on 06/25/2026