

Pine Plains Free Library

VI.C. Volunteer Policy

The Pine Plains Free Library Board of Trustees recognizes that volunteers are a valuable resource for the library. “Their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace adequate staffing. Their services aid the library in making the best use of its fiscal resources and help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work to ensure a successful relationship. Library staff will continually work to recognize the contributions of library volunteers and seek to expand the library volunteer group as needed.

Library volunteers are coordinated by the Coordinator of Volunteers (COV) in conjunction with the Director and they must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the library. Application forms are available at the library or on our website <http://pineplains.lib.ny.us> Volunteer talents, experience, availability, and interests will be considered in placement and job assignments.

Library volunteers are bound to the rules contained in all library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which result from the performance of their volunteer duties, and to themselves, if the library is negligent.

Library volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of “at will” employees.

The volunteer program will be continually assessed to adapt to the changing needs of the library.

Each volunteer is asked to record his/her hours of service on a time sheet within their individual folder.

The library accepts volunteers requiring court ordered community service at the discretion of library management. Court-ordered community service volunteers are required to be interviewed by library management prior to being accepted for service.