

Volunteer Policy

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Hillsdale Community Library. Volunteers are considered unpaid, but are nevertheless subject to library personnel policies and procedures.

Volunteers are actively recruited, interviewed, and subject to criminal background checks. Once accepted, volunteers are assigned to tasks based on interest, skill, and need. Volunteers work under the supervision of library staff and are evaluated on a regular basis. Volunteers who do not perform in accordance with acceptable library standards are either assigned to alternate jobs or advised that their services cannot be used by the library.

Volunteers shall only work during hours when adequate supervision is available. Typically, a volunteer works a 2-3 hour time slot each week. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Director.

Volunteers are asked to keep an accurate record of the hours they work each week, for the use of the Director.

Persons who seek volunteer assignments at the Hillsdale Community Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Adopted March 2005