



Volunteer Policy

The goal of the Mendon Public Library's volunteering program is to support and supplement the work of our employees, while also increasing residents' engagement with the library. Volunteers strengthen and deepen the library's relationships throughout the community.

Application & Selection of Volunteers

Adults aged 18 and older who are interested in volunteering at the library will submit a copy of our Adult Volunteer Application. The library director will select volunteers based on their qualifications and availability in relation to the needs of the library at any given time. The library may not accept every volunteer request. If there are no appropriate volunteer opportunities at the time of application submission, the library may keep an application on file for up to one year.

Teen Volunteers

Teens middle and high school aged are encouraged to attend our monthly Teen Tuesday Volunteers program where they can earn community service credit. Teens wishing to volunteer outside of the Teen Tuesdays program should enquire at the library about any possible opportunities.

Conduct of Volunteers

Volunteers at the Mendon Public Library are expected to act in accordance with all library policies and to present a professional attitude towards all library patrons. In the course of their time at the library, a volunteer may be exposed to sensitive and/or confidential information regarding library patrons and must take care to uphold the Confidentiality clause of our Circulation Policies.

Volunteers are expected to refer all requests for information to library staff, other than purely directional questions (such as: where is the restroom).

Volunteers are expected to complete a log sheet of the hours volunteered.

Volunteers may be released from duty, at any time, at the discretion of the library.



MENDON
PUBLIC LIBRARY

I hereby acknowledge that I have received and read a copy of Mendon Public Library's Volunteer policy. I agree to act in accordance with this policy.

Name (print): _____

Signature _____ Date: _____

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