



DRAFT VERSION

Volunteer Policy

The goal of the Mendon Public Library's volunteer 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 age 18 and over who are interested in volunteering at the library should 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 a volunteer request if there are no appropriate volunteer opportunities at the time of submission.

Teen Volunteers

Middle and high school age students are encouraged to attend our Teen Tuesday Volunteers program where they can earn community service credit. Middle and high school age students wishing to volunteer outside of the Teen Tuesdays program should inquire at the library about possible opportunities.

Conduct of Volunteers

Volunteers at the Mendon Public Library are required to act in accordance with all library policies. 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 simple general questions (such as: Where is the restroom? What time does the library close?).

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.



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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