



Volunteer Policy

Date Adopted: March 21, 2024

Dates Amended: N/A

The Gardiner Library ("Library") believes volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, as they help the Library meet its mission, achieve its goals, and expand and enrich its services while making the best use of its fiscal resources.

PURPOSE

The purpose of this policy is to provide overall guidance and direction to Library staff and volunteers engaged in Library operations and activities. This is for internal management guidance only and does not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Issues not covered by this policy shall be resolved by the Gardiner Library Director and/or Board of Trustees.

DEFINITION OF VOLUNTEER

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of the Library Director or on behalf of the Library.

SUPERVISION AND TRAINING

The Library Director oversees all Library operations and programs and supervises volunteer activities in conjunction with Library staff. Volunteers may receive an orientation and tour of the Library and on-the-job training necessary to perform their assignment.

Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. All volunteers should keep Library staff informed of their projects and work status, and of any change to their schedule.

VOLUNTEER CODE OF CONDUCT

Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the Gardiner Library which include but are not limited to: *Code of Conduct Policy*, *Anti-Discrimination and Anti-Harassment Policy*, and *Privacy and Confidentiality Policy*. Volunteers represent the Gardiner Library to our



community and should treat Library visitors, Library staff, and trustees with prompt and courteous attention.

Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of Library staff. Because an unsatisfactory volunteer is an unfair burden upon fellow volunteers and Library employees, those who fail to meet the requirements of the job descriptions or violate library policies are subject to dismissal. Volunteers understand that the Library may at any time, for any reason terminate the volunteer's relationship with the Library.