

## **Carver Public Library Volunteer Policy**

The Carver Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are chosen according to the tasks needing to be done, the availability of proper supervision by a library employee and the skills of the volunteer candidate.

When performing library duties, volunteers must act in accordance with library policy and standards. The library director or employee will assign volunteers to tasks for which they are judged to be suitable and make available necessary training and information. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full or part-time staff. The library director reserves the right not to schedule people to work as volunteers.

Volunteers are encouraged to have a regular schedule whenever possible. Individuals are expected to notify the library of intended absences and may have their work modified or adjusted to fit library requirements. As with paid staff, volunteers shall understand that their demeanor, deportment and productivity reflect upon the image of the greater library as a whole.

Approved, Board of Library Trustees, December 9, 1999