

Hazard Library Association Volunteer Policy

A Volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Hazard Library. Volunteers at the Hazard Library must be at least 18 years old or accompanied by a responsible adult while on duty.

Duties of volunteers may include, but are not limited to:

- Staffing the circulation desk, including checking books in and out
- Emptying outside book drops
- Filing
- Stuffing envelopes
- Shelving materials
- Straightening shelves
- Assisting at programs held either at the library or off-site

Qualifications and Selection

Potential volunteers are required to submit a volunteer application, may be subject to an interview process, and may be required to submit character references. Approved volunteers may be required to complete an orientation session before working.

Because approved volunteers will be working beside children and may have access to confidential information, those age 18 years and older and not personally known to the Librarian or members of the Board of Trustees may be required to submit to a background check through the Sheriff's Department of the volunteer's county of residence.

Other Requirements

Volunteers shall agree to follow all of the Library volunteer policies, guidelines and procedures. Volunteers shall protect confidential patron information in compliance with the New York State Civil Practice Law and Rules 4509 and will not divulge any information during or after their time as a volunteer.

Dismissal

All volunteer opportunities with the Hazard Library are based upon mutual consent. Both the volunteer and the library staff have the right to terminate the position at will, with or without cause, at any time.

Attendance Requirements/Absenteeism

Volunteers are expected to work the hours agreed upon.

If a volunteer cannot fulfill a commitment to an assigned shift or task, notification should be given to the Library Director 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Adopted by the Hazard Library Board of Trustees on March 16, 2015.

Revised: July 8, 2021