

## Volunteer Policy

The Worth-Pinkham Memorial Library (hereinafter “Library”) welcomes volunteers of all ages and walks of life. This Volunteer Policy shall serve to protect the safety and enjoyment of our volunteers. Those not acting in accordance with this policy may be asked to cease their service.

- I. All Library volunteers under the age of 18 are required to furnish a completed Parental Consent Form, located at <http://hohokus.bccls.org/volunteer-opportunities.html>, prior to beginning their service. Volunteers of any age must provide contact information for a minimum of two (2) emergency contacts prior to beginning their service.
- II. Volunteering at the Library is not a promise or guarantee of employment.
- III. Volunteers must be able to follow directions and work under minimal supervision. Project assignments may be diverse in nature, and volunteers must be willing to work harmoniously with the Library staff.
- IV. As representatives of the Library, all volunteers must dress in a manner consistent with the Library’s dress code. Torn, suggestive, revealing, sloppy, or dirty apparel, or clothing that prevents a volunteer from safely performing his or her duties, is prohibited. Jeans are permitted but must be clean and polished in appearance. Extreme low-rise pants may not be worn. Hair, including facial hair, should be clean and neat at all times.
- V. Volunteers may be asked by Library staff to end their service at any time. Likewise, they may choose to resign at any time.
- VI. Volunteers adhering to a set schedule should notify their supervisor as soon as possible if they have to miss a shift.
- VII. Volunteers shall only work during hours when adequate supervision is available. In the event that their supervisor will be unavailable at the time they wish to work, they will be notified as soon as possible, or an alternate supervisor may be appointed.
- VIII. Volunteers are responsible for keeping an accurate log of the times they work in order to ensure written records for those working to meet a community service requirement. Hours should be logged in the designated binder kept at the Youth Services desk.
- IX. Tasks will be assigned based on availability, qualifications, and the needs of the Library. Volunteer preferences for specific tasks will be taken into consideration when possible, but are not guaranteed to be accommodated.