

OSSINING PUBLIC LIBRARY

VOLUNTEER POLICY

The Ossining Public Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers supplement, rather than replace, the efforts of the paid library staff. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed. However, we are unable to accommodate court appointed community service applicants.

There are 2 categories of volunteers at the Ossining Public Library:

- Youth between 14 and 18 years of age and adults
- School related: Participation in Government students and National Honor Society candidates

Ossining Public Library volunteers are coordinated by the Assistant Director. Each potential volunteer must complete an application which will be kept on file in the Library. Application forms are available at the Library or on our website, ossininglibrary.org Candidates will be accepted only after a successful interview. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Volunteers are bound by rules contained in all Ossining Public Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent. Successful applicants will be asked to sign a "Volunteer Release of Liability and Confidentiality Agreement." Applicants under the age of 18 must have their agreement co-signed by a parent or guardian.

Ossining Public Library volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.

Volunteers must have a library card and be in good standing with the Westchester Library System.

Volunteers are asked to record their hours of service in the Volunteer Log Book as these statistics are reported on a monthly basis to the Board of Trustees.

First Reading by Board of Trustees: February 14, 2011

Second Reading and Approval: March 21, 2011