

## 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 and their work 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. Generally, we are unable to accommodate court appointed community service applicants.

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

- Youth between 14 and 18 years of age
- Adult library volunteers, including Library Trustees
- Volunteers of the Friends of the Ossining Public Library and the Ossining Public Library Foundation

Volunteers for the Friends and the Foundation are volunteers of those organizations, and their application process is handled through those organizations. Ossining Public Library Trustees are either elected by the public or are appointed by the Board of Trustees to fill a vacancy, and their application process is in place as trustees.

For all other library volunteers, Ossining Public Library volunteer applicants are coordinated by the library staff. Each potential volunteer, with the exception of Library Trustees, and volunteers of the Friends and the Foundation, 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](http://ossininglibrary.org). In most cases, Candidates will be accepted only after a successful interview. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

All 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 may only enter staff areas of the building when they are doing the work of the Library, the Friends, or the Foundation and use of staff areas must be scheduled with library staff. Volunteers may not use staff spaces or staff equipment for personal work or business unrelated to their volunteer work for the Library.

Volunteers working in the Library or outside of the Library building on Library business 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. 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. The Ossining Public Library protects the privacy of all volunteers.

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.

## OSSINING PUBLIC LIBRARY

### **VOLUNTEER POLICY**

Volunteers are encouraged to have a library card from their home library.

Volunteers may be asked to record their hours of service using the method of preference in the department where they work.

*First Reading by Board of Trustees: February 14, 2011*

*Second Reading and Approval: March 21, 2011*

*Revised 01/13/2022. Second Reading and Approval by the Board of Trustees 02/14/2022.*