

## **Heermance Memorial Library Volunteer Policy**

The mission of the Heermance Memorial Library, using its resources and those of the Mid-Hudson Library System, is to provide all members and all ages of the community free access to a variety of informational materials, library services and programs to fill their educational, cultural and recreational needs and interests. The library will work to stimulate young people's interests and appreciation for reading and learning, support elementary and secondary students in meeting educational objectives, and provide lifelong learning opportunities for all people of Coxsackie.

### **Volunteers**

The Heermance Memorial Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library fulfill its mission to the public. Volunteers enhance, rather than replace, adequate staffing. 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 must 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.

The Heermance Memorial Library volunteer program is coordinated by the director and/or a staff member designated by the director. Each volunteer must complete an application that will be kept on file in the Library. Application forms are available at the Library. In some cases, volunteers will also be interviewed to better determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in placement and job assignments.

Heermance Memorial Library volunteers are bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality. Heermance Memorial 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. The director will have the ability to dismiss a volunteer at any time due to performance problems (quality, quantity or timeliness of work done); conduct problems (attendance, dependability, acceptable work behavior); economic problems (cuts in program or funding).

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

The Library accepts volunteers requiring court ordered community service at the discretion of the Library director. Court ordered community service volunteers are required to be interviewed by the Library director prior to being accepted for service.

Parents of junior volunteers age 15 and under must sign consent forms for their children to perform service hours at the Library.

**Adopted by the Board of Trustees of the Heermance Memorial Library August 20, 2009**

**Heermance Memorial Library  
1 Ely St  
Coxsackie, NY 12051**