

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: JENNIFER SALAS
LIBRARY DIRECTOR

Subject: VOLUNTEER SERVICES POLICY

Effective Date: 06/21/2023

Prepared by: TERRY DICK

PURPOSE

The purpose of this policy is to establish guidelines for volunteer services within the Martin County Library System.

POLICY

The Martin County Library System provides equal opportunity to volunteers in order to utilize their strengths and talents in ways that are beneficial to the County, the Library System, and the individual volunteer. Volunteers provide a vital ingredient in the provision of quality library services. They participate as partners in carrying out the library's mission and satisfactorily completing all goals and objectives.

- Volunteers perform tasks without wages, benefits, or compensation (including travel expenses) of any kind.
- Volunteer's own auto coverage will cover auto claims.
- Volunteers are recognized by the public as representatives of the library and shall be guided by the same standards of work and behavior codes as employees.
- Volunteers will not replace or displace paid library staff.
- Volunteers will not solely staff the library when library employees are not present.
- The library system will endeavor to follow/abide by the American Library Association Guidelines for Using Volunteers in Libraries.
- Volunteers will not accept personal gifts.

AUTHORITY

Martin County Board of County Commissioners, Library Board of Trustees

PROCEDURE

See attached Volunteer Services Guidelines

APPROVED BY: _____
Jennifer Salas, Library Director

DATE: _____

APPROVED BY: _____
Joy Banks, Chair, Library Board of Trustees

DATE: _____

Suppression History:

02/20/2008

01/20/2016