**VOLUNTEERS**

The Booth & Dimock Memorial Library may utilize volunteers to enhance public service to the community. Volunteers generally provide support services to staff and/or work on special projects. Volunteers are not to be used to replace paid staff, especially in public service areas. Volunteers may be subject to a background check at the discretion of the Library Directors. Volunteers are prohibited from accessing patron and other library user records or utilizing the Library’s Integrated Library Software (ILS). Volunteers are prohibited from handling money.

Volunteers are selected based upon their qualifications and the needs of the Library at any given time. They will work with, be trained by, and take directions from a staff supervisor. All volunteer work must be completed within normal Library hours. Exceptions may be made by the Library Director. Work schedules and specific time commitments will be arranged by each volunteer and his/her supervisor. Volunteers who cannot meet a scheduled work assignment will inform the supervisor in advance.

Both volunteers and the Booth & Dimock Memorial Library have the right to terminate the volunteer’s association with the Library at any time, for any reason, with or without cause.

Volunteers are not covered under Workers’ Compensation or any other benefits.

Volunteers may apply for vacant library positions. Time spent as a volunteer will not guarantee employment, or have an effect on the salary or benefits available.

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