

Policy Statement

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual or supplemental services and tasks that further the library's mission.

Regulations

1. Priority will be given to residents or property owners of Clinton or Macomb Township for volunteer opportunities.
2. A volunteer or his/her parent or legal guardian must have a library card as permitted in *CIRC-1 Library Card* policy in good standing.
3. Volunteers must be at least twelve (12) years of age. Any volunteer under the age of thirteen (13) must be accompanied by a parent or legal guardian at all times during volunteer orientation or service hours. Written permission from a parent or legal guardian to serve is required for volunteers under the age of eighteen (18).
4. Volunteers serve without compensation or benefits.
5. A completed application is required based on the level of service a volunteer wishes to offer:
 - A. Library Volunteer – For those wishing to serve for at least six (6) months and, typically, at least once each week for two (2) to four (4) hours. Specific terms of service will depend on the area of volunteer interest.
 - B. Community Service Volunteer – For those requesting a limited or specific number of service hours to satisfy a particular obligation such as a school honors program, service organization requirement or court order.
6. A background check shall be completed as part of the application process.
7. Applicants will be approved to become volunteers at the discretion of the library.
8. If the library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.
9. Volunteers are recognized by the public as representatives of the library and shall be guided by the staff *Employee Conduct* policy and the *Dress Code* policy and guidelines.
10. Volunteers serve at will and may be discharged with or without cause or notice by the library director or volunteer coordinator at any time.

11. Unique volunteer partnerships may be made at the discretion of the library director and the volunteer coordinator.

Approved: August 21, 2013
Clinton-Macomb Public Library Board of Trustees