

**SAMUELS LIBRARY AND THE FRIENDS OF SAMUELS LIBRARY ADULT
VOLUNTEER POLICY**

Approved by FOSL Board of Directors on May 4, 2017

DEFINITION: A volunteer is any individual who assists with work at Samuels Public Library or with the activities of the Friends of Samuels Library (FOSL) without remuneration.

STATEMENT OF PURPOSE: Samuels Public Library and the Friends use the services of volunteers to: 1. Supplement the efforts of paid library staff and the Friends in meeting demands for quality public service. 2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered. 3. Staff or support fundraising activities sponsored by Samuels Public Library and FOSL.

RECOGNITION: Recognition is an important component of a volunteer program and is often the only way in which the Library and the Friends can say “thank you” to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually.

GENERAL PROVISIONS: Nothing in this policy shall be deemed to create a contract between the volunteer, the Friends, and Samuels Public Library. The volunteer, FOSL, and the Library have the right to terminate the volunteer’s association with the Library or the Friends at any time, for any reason, with or without cause. Samuels Public Library or FOSL will not provide any medical, health, accident, or worker’s compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker’s compensation for any injuries sustained while functioning as a volunteer. Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work and visit with a supervisory staff member. Upon approval of the supervisory staff and the FOSL Volunteer Coordinator, the volunteer may be scheduled for training and work assignments. Volunteers may be asked to work on projects that are supportive of the Friends’ activities. Examples include, but are not limited to: shelving books, processing new materials, discarding materials, helping to prepare for programs, operation of the used bookstore, etc. Volunteers should give notice to the work scheduler if they are unable to meet their commitment

RECRUITMENT AND SUPERVISION: Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Volunteers will work directly with library staff members or a designated FOSL volunteer coordinator to receive training and complete projects.