

HUNTINGTON PUBLIC LIBRARY

VOLUNTEER POLICY

The Huntington Public Library welcomes and encourages volunteerism.

All volunteers will be trained by a member of the staff of the Huntington Public Library.

The Librarian will determine how new volunteers will best serve the Library and decide who will train the new volunteer.

The Librarian will assign volunteers various tasks according to their abilities. Those interested in volunteering should speak to the Librarian.

A volunteer is one who performs a service of his or her own free will; who contributes time, energy and talents directly for the Huntington Public Library and is not paid by Library or Town of Huntington funds or other recompense.

Benefits of Being a Volunteer

1. Feeling good about yourself.
2. The experience of accomplishment.
3. Being a service to your community.
4. Recognition by staff, community, friends, etc.
5. References provided
6. Job training for future jobs.
7. Getting to know the library procedures, policies, the effort and education it takes to run and maintain a library.
8. Gaining a sufficient understanding of the important role of a library for its patrons.
9. Meeting new people in the community.
10. Learning about authors, books and having easy access to same.

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VOLUNTEER AGREEMENT

As a volunteer for the Huntington Public Library I understand and agree to the following:

- I will respect and uphold the philosophy of Intellectual Freedom and will protect the privacy/confidentiality of Library patrons, trustees, and staff. (Please refer to the Huntington Library Policies binder, located on the circulation desk, for further information.)
- I will demonstrate responsible behavior while volunteering, including showing up on time and completing my obligation.
- I will notify Library staff or trustees of behavior on the part of patrons that I believe may be inappropriate and any actions that were taken or any follow-up actions that need to be taken.
- I will notify the Library in advance of any planned absence, so a substitute can be found.
- I understand that failure to meet these responsibilities listed above may be cause for separation from volunteer services.

I have read, understand, and agree to the above agreement:

Signature: _____

Print name: _____

Date: _____