

<b>Presque Isle Community Library</b>	
<b>Title:</b>	Volunteer Policy
<b>Original Adoption Date:</b>	March 18, 2008
<b>Suggested Review Cycle:</b>	Every 5 yrs
<b>Revision Date(s):</b>	August 09, 2016

**PURPOSE:** The Presque Isle Community Library volunteers supplement the efforts of paid library staff to provide quality library collections, services and programs. The volunteering serves as a method for area residents to become familiar with the Library and creates opportunities for individuals to perform a valuable community service.

**POLICY:**

1. A volunteer is a person who performs tasks for the Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of Boards, such as the Board of Trustees, Friends of the Library. There are also service volunteers, who do work for the Library and function in ways similar to staff.
2. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees. Volunteers may or may not be members of the Friends of the Library.
3. Volunteers while on duty are covered by the Town of Presque Isle's liability policy. The Town of Presque Isle does not provide workers compensation coverage for volunteers.
4. Minor children may only work as volunteers with the written consent of a parent or legal guardian and the approval of the Library Director.
5. The Library acknowledges the need to recruit and organize volunteers. Annual recognition will be given.