

Rockwell Falls Public Library

Volunteer Policy

Purpose

The Rockwell Falls Public Library welcomes volunteers as a way to support library services, strengthen community involvement, and enhance public programs. Volunteers supplement the work of library staff but do not replace paid employees.

Definition of a Volunteer

A volunteer is an individual who performs tasks for the library without compensation. Volunteers do not receive wages, benefits, or employee status.

Eligibility

- Volunteers must be at least 14 years of age unless approved by the Library Director for a specific program.
- Volunteers under 18 must have written permission from a parent or legal guardian.
- All volunteers must complete a volunteer application and any required orientation or training.

Selection and Assignment

- Acceptance of volunteers is based on library needs, volunteer availability, and suitability for assigned tasks.
- The Library Director (or designee) determines volunteer assignments.
- The library reserves the right to decline or discontinue volunteer service at its discretion.

Volunteer Duties

Volunteers may assist with tasks such as:

- Shelving and organizing materials
- Assisting with programs and events
- Preparing crafts or program materials
- Cleaning and light maintenance (such as tidying public areas, wiping tables, moving standard tables and chairs for program setup or reset, and resetting program spaces)

- Seasonal or holiday decorating

Volunteers may not:

- Perform duties normally assigned to paid staff in their absence
- Handle confidential patron or personnel records
- Make policy decisions or represent the library in an official capacity

Age and Safety Restrictions

- Volunteers **under the age of 18** may not use equipment that becomes hot, including but not limited to popcorn machines and glue guns.
- Volunteers **under the age of 18** may not use ladders.
- Use of heated equipment or ladders is limited to volunteers **age 18 or older**, must be approved by the Library Director or designee, and must be performed under staff supervision.
- The Library Director reserves the authority to restrict, modify, or prohibit any volunteer task at any time based on safety considerations.

Training and Supervision

- Volunteers will receive orientation and task-specific training.
- Volunteers will participate in annual sexual harassment training
- Volunteers are supervised by the Library Director or designated staff member.

Conduct and Expectations

Volunteers are expected to:

- Follow all library policies and procedures
- Maintain confidentiality of patron information
- Treat patrons, staff, and other volunteers with respect
- Dress appropriately for a public library setting

Failure to meet these expectations may result in dismissal from volunteer service.

Confidentiality

Volunteers may have access to non-public information during their service. All patron records and internal library information must remain confidential in accordance with New York State law and library policy.

Scheduling and Attendance

- Volunteer schedules are arranged in advance.
- Volunteers are expected to arrive on time and notify the library as soon as possible if they are unable to attend a scheduled shift.

Safety

Volunteers must follow all safety procedures. Any accidents or injuries must be reported immediately to library staff.

Liability

The library does not provide insurance coverage for volunteers. Volunteers serve at their own risk and are responsible for their own health and accident insurance.

Termination of Volunteer Service

The Rockwell Falls Public Library may end a volunteer's service at any time, with or without cause.

Acknowledgment

Volunteers will be asked to sign an acknowledgment indicating they have read, understand, and agree to abide by this Volunteer Policy.

Adopted by the Board of Trustees: May 12, 2026

Reviewed/Revised: _____