

## Volunteers Policy

*Draft 4/28/2008*

*Revised and Approved*

*Revised and Approved December 14, 2015*

The Kinderhook Memorial Library recognizes the importance of utilizing the assistance of volunteers to enhance and expand the services of the Library. In enlisting volunteers, the Kinderhook Memorial Library shall not use volunteers to supplant library staff but to enrich library services in a comprehensive manner making its services available to the entire public through a coordinated volunteer/staff effort.

A volunteer is a person who performs tasks for the Kinderhook Memorial Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of the Board of Trustees and Friends of the Kinderhook Memorial Library. There are also service volunteers, who do work for the Library and function in ways similar to staff.

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, including, but not limited to, confidentiality of patron records and information.

Service volunteers who work on a regular basis or at the Library building will fill out a volunteer information registration forms which will be kept on file. Minor children may only work as volunteers with the consent of a parent or legal guardian.

I have read and agree to comply with the above policy.

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(Volunteer Signature)

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(Date)

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(Director Signature)

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(Date)