

POLICY FOR THE USE OF VOLUNTEERS

The Moffat Library of Washingtonville encourages individuals and groups to volunteer their time and efforts to enhance the library's goal of service to the community.

Since volunteers are as important to the library's function as any other member of the staff, we ask that they commit to an agreed upon schedule and give reasonable notice if they are unable to report to work. If a volunteer finds that he or she must miss work frequently, the library may find it necessary to replace him or her.

The Library Director will determine the nature and scope of each volunteer's job after the initial interview. The Director has the authority to terminate that job at any time should the volunteer fail to perform his or her assignment(s) effectively.

To serve as volunteer, one must:

- 1) complete the *Volunteer Application Form* (See *Appendix*)
- 2) be successfully interviewed by the Director
- 3) agree to the terms as stated in the application form

A volunteer will be evaluated periodically by the Library Director (See *Appendix* for *Volunteer Evaluation Form*).

Adopted January 29, 1997
Moffat Library Board of Trustees