

Personal Policy Section	BOARD
Volunteer Policy	Adopted 9-96
Arlington Volunteer Policy	Revised/Reviewed/Adopted 03-2015 Revised/Reviewed 4-17-2018

The Arlington Library Board of Trustees sees the need of library volunteers for ongoing assistance to library staff and programs.

It should be clear from the beginning that these procedures must be followed.

1. All volunteers under the age of 18 must have a signed parental permission slip.
2. Volunteers are not covered by Workman's Compensation. All volunteers will be informed of this at orientation program.
3. The library director is responsible for all volunteers.
4. Volunteers will work under the supervision of paid library staff.
5. Volunteers will observe regular work rules of the library.
6. Each volunteer must attend a volunteer orientation given by the Director.
7. A work schedule must be prepared by the Director. The schedule will outline job responsibilities and duties. This schedule will aid the director, staff and volunteer.
8. A limited background check will be done on all volunteers.

Volunteer's Signature _____

Sponsoring Organization _____

Organizations authorization _____

Parent's Permission Signature _____

Date _____