

WAYNE PUBLIC LIBRARY

VOLUNTEER POLICY

I. Purpose.

The Wayne Public Library (“Library”) recognizes the need for and welcomes community volunteers. Volunteers are individuals who give their time and talents to the Library without compensation.

II. Rules for Volunteers.

A. *Approval.* The Library Director shall have the authority to approve the use of volunteers. Volunteers will be recruited without regard to any individual’s age, race, creed, color, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legally protected characteristic.

B. *Minor Volunteers.* Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

C. *Expectations; Training.* Volunteers will work under the direction of the Library Director or staff person designated by the Library Director and will follow all Library policies and standards, including the policies and laws regarding privacy of Library records. Training and information will be provided for the assigned tasks.

D. *Prohibited Activities.* Volunteers may not:

1. Perform activities that could reveal confidential patron information
2. Use the Integrated Library System (ILS)

III. Release from Duties.

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.