

## **Bronxville Public Library Volunteer Policy**

The Bronxville Public Library encourages volunteerism at the library which enriches library culture, thereby enriching the community. The purpose of the BPL Volunteer Policy is to describe the role and expectations of library volunteers and the library procedure for accepting, selecting, training and supervising volunteers.

Library volunteers are individuals who assist with work at the library without promise, expectation or receipt of compensation. Applicants must be at least 14 years of age or older. Volunteers age 17 and younger must have written permission from a parent or guardian.

Volunteers are placed in positions best suited to their skills, interests and availability. Volunteer placement is based on the following criteria: 1/ needs of the Library at any given time 2/Qualifications of volunteer applicants 3/ Volunteer's ability to commit to a schedule of hours 4/ Availability of staff time to supervise volunteers.

The library has the right to decline any application at the Director's discretion and without explanation. If there are no suitable volunteer opportunities available immediately, applicants will be advised and application forms will be kept on file for six months from the date of application. Volunteers must sign in and out and record their hours while working on library premises or on behalf of the library.

BPL volunteer supervisors have the right to terminate the volunteer's working association with the Library at any time, for any reason. The Library accepts volunteers requiring court-ordered community service at the discretion of the Library Director.