

## **VOLUNTEER POLICY**

### **PRINCIPLE(S):**

The LIBRARY Volunteer program is designed to expand and enhance services to the patrons of the LIBRARY by providing support services to the Library staff.

Volunteers are expected to act in accordance with the policies of the LIBRARY and the Yavapai Library Network (YLN).

### **PRACTICE:**

The selection of volunteers is based on their qualifications in relation to the needs of the LIBRARY and their ability to commit to a consistent weekly schedule.

Persons interested in volunteering must complete the Library *Volunteer Application* form, available upon request.

The Volunteer Coordinator will interview the applicant. Applicants eighteen (18) years and up are required to submit to a fingerprint background check or present a valid fingerprint clearance card before being accepted as a volunteer at the LIBRARY.

The Volunteer Coordinator will schedule training sessions if the applicant is selected. A probationary period will allow the applicant and the LIBRARY to determine if the relationship is comfortable for both parties.

Volunteers are used at the sole discretion of the LIBRARY. If the volunteer is unable to adequately perform the assigned duties or is unable to keep to the schedule, the volunteer will be removed from service.

Breach of the LIBRARY Policy is grounds for dismissal.