

**Fort Edward Free library  
Policy Manual  
Volunteer Policy**

The Fort Edward Free Library recognizes that volunteers are a valuable resource for the library. Through their time and talent, volunteers help the library meet its commitment to providing quality services to the public.

**Selection of Volunteers:**

Volunteers from the Village/Town of Fort Edward will be considered first for positions available per our Charter.

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.

Volunteers will not be utilized to fill paid staff positions. Please note that volunteers do not work at library service desks.

Volunteers must be 13 years of age or older.

Prospective volunteers are required to complete a Volunteer Application Form.

The library may check references and has absolute authority to decline a volunteer application. Background checks will be performed for all volunteers.

If there are not suitable volunteer opportunities available, applications will be kept on file for one year. Applicants may be called to volunteer for special projects during that time.

**Volunteers Duties:**

The following lists some of the tasks volunteers perform:

- Shelf maintenance: straightening, shelf reading, shifting books, cleaning shelves.
- Cutting, pasting, etc.
- Photocopying, collating, folding, stapling.
- Assisting with events and special projects as assigned.

**Physical Requirements:**

Volunteer duties often require standing, lifting, bending, reaching, etc.

**Volunteer Guidelines:**

By law, all patron information is confidential and volunteers should not reveal any personal information to anyone.

Volunteers are considered “at will” volunteer employees of Fort Edward Free Library and the Library reserves the right to terminate a volunteer's working association with the Library at any time, for any reason.

Adopted: 1/8/2014