



## **VOLUNTEER POLICY**

The Galena Public Library will use volunteers:

- to help provide a more efficient and effective utilization of staff time and skills,
- to help build a stronger library-community relationship.

Adults or teens interested in volunteering should submit a letter of interest to the library director. The letter should include contact information and the area they wish to assist. The director must approve the volunteer before the assignment can begin. The letter of application may be given to the library staff or the director.

## **VOLUNTEER GUIDELINES**

Please sign in each time you arrive at the library.

If any problems or difficulties arise, confer with the staff member under whose supervision you work.

Please contact the library when you are ill or cannot come at your appointed time.

Please do not discuss CONFIDENTIAL information to which you may have access or overhear at the library. A “Confidentiality of Patron Records” form must be signed.

Only staff is responsible for library discipline.

**ALL VOLUNTEERS SHALL SIGN THE FOLLOWING PRIOR TO BEGINNING WORK.**

**I AGREE TO THE ABOVE STIPULATIONS.**

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Signature

Date

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Print Name

Approved: 09/15/2009  
Revised: 01/11/2021