

## **LIBRARY VOLUNTEER POLICY**

The Jericho Public Library offers volunteer positions to students enrolled in the Jericho Public School System.

The volunteer Applicant will be asked to come to the library for a preliminary interview. The Applicant will furnish references from the Jericho School in which he/she attends. Qualified Applicants will be assigned to the Long Island History Room under the supervision of the Long Island History Librarian. A Volunteer Registration /Acknowledgment must be completed before and be on file in the Administration Office before the student begins any assignment.

Schedules will be discussed with the supervising librarian. Volunteers are expected to report on time and must notify their supervisor if unable to come in that day. The volunteer will be required to sign in and out utilizing time sheets which will be retained by their Long Island History Room supervisor. Although the volunteer receives no financial compensation, in order to operate the library in an effective manner, a volunteer will still be required to conform to all the rules and regulations of the library's paid staff.

A volunteer is a very special person who is offering time and energy as a gift to the library. However, volunteers may be terminated if it is found there is no longer need for their services, or if their performance does not meet the requirements of their supervisor.

Adopted by the Board of Trustees of the  
Jericho Public Library      January 12, 2009