

Elmwood Park Public Library Volunteers Policy

- All volunteers will fill out an application form, which shall include information on who should be contacted in case of emergency.
- The Volunteer supervisor will arrange with the volunteer the days and hours the volunteer will serve.
- Due to insurance concerns no volunteer will be asked to drive a car to perform any errands or make deliveries for the library.
- A volunteer may be dismissed if failure of said volunteer to serve as scheduled or perform useful tasks becomes a problem to the library.
- Recognition and Rewards for Volunteer Service
- Volunteers will fill out time sheets for record-keeping.
- Publicity of volunteer activities will be written for the *Elm Leaves*, library newsletter, library bulletin boards and other appropriate resources.

Policy Review and Revision

Elmwood Park Public Library Board of Trustees
will review this document at least biennially.

Approved and Adopted by Library Board, September 1988, February 2013