

# Logan Library Policy Manual

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These are Logan Library Policies that have been approved by the Logan Library Board of Trustees.

## 2.00 Library Policies

### 2.15 Volunteer Policy

Logan Library  
Approved: June 2009

#### 2.15.01 Purpose Statement

The Logan Library volunteer program provides assistance to the library staff and supports the activities and programs of the library in serving the public.

#### 2.15.02 Program Goals

- A. The library will provide an enjoyable and beneficial volunteer experience at the Logan Library.
- B. Volunteers will help augment the efforts of the library employees to offer high quality service to the public.
- C. Volunteers will benefit through on-the-job experience, and learning new skills.

#### 2.15.03 Program Management

- A. The library director is ultimately responsible for all volunteer efforts in the library. A staff member will be assigned by the director as the volunteer coordinator.
- B. The volunteer coordinator is responsible to:
  - 1. Schedule and conduct interviews with potential volunteers
  - 2. Find meaningful and helpful volunteer opportunities for volunteers
  - 3. Provide a rewards/incentive program for volunteers

#### 2.15.04 Guidelines for Volunteers

- A. Must be 14 years of age or older
- B. All volunteer applicants will be interviewed, must complete a background check if age 18 or over, and will be treated as though they were a paid library employee
- C. The library cannot accept court appointed service hour volunteers

#### 2.15.05 Guidelines for Youth and Child Volunteers

Youth and child volunteers under the age of 14 are accepted at the discretion of the library director and must be supervised at all times by either the child's parent or an approved youth leader.

#### 2.15.06 Guidelines for Volunteer Groups

Groups can volunteer at the library with approval of the library director and the human resources director.