

## **Ray Township Public Library**

### **Volunteer Policy**

The Ray Township Public Library volunteers are a valued supplement to the Library's board and paid staff. They are a welcomed helping hand to providing service to our patrons by giving of their time, energy and talents without remuneration.

- Prospective volunteers are requested to contact the library director for enrollment in the library volunteer program.
- Library director will coordinate the "volunteer notebook" including contact names and hours donated by individuals.
- Volunteers will not have access to patron personal information.
- Student volunteers may earn school/community/scout service hours.
- The minimum age requirement for a volunteer is 12; younger if parent accompanies the child.

#### Typical Volunteer Tasks

- Shelving/re-shelving books
- Dusting
- Recycling
- Organizing items for craft activities
- Assisting with fund-raising activities

August 9, 2007