



## **Volunteer Policy**

### **Long-term Volunteers**

**Adopted by the Board July 21, 2020;  
revised July 15, 2025**

Volunteers play a vital role in helping the Apalachin Library optimize resources. By donating their time and skills, volunteers provide valuable support to our programs and services. Community members may volunteer in the following ways:

1. Join the Friends of the Apalachin Library; and/or
2. Instruct a program by sharing a skill, craft, or area of expertise; and/or
3. Under supervision, assist a Library employee with a project and/or task.

### **Policy**

- Volunteers are representatives of the Apalachin Library and are expected to uphold the same ethical standards as employees. All volunteers must adhere to the *Acceptable Use of the Library Policy*, the *Policy on Confidentiality of Library Records*, and any other applicable Library policies. These are available on our website or at the circulation desk. Failure to comply may result in dismissal from the volunteer opportunity.
- To participate in the Library's Volunteer Program, all prospective volunteers must:
  1. Complete a *Volunteer Application*; consent to a background check; and sign a compensation waiver.

2. Annually complete the New York State Sexual Harassment Training module.
  3. As appropriate to the volunteer opportunity, meet with the Library Director and/or Friends of the Library prior to starting volunteer service.
- Volunteers must be at least 16 years of age or older. Volunteers under the age of 18 must complete a *Youth Volunteer Agreement*, including written consent from a parent or guardian.
  - In accordance with New York State regulations, volunteers may not replace paid employees or do work typically performed by paid employees.
  - Volunteers serve without monetary compensation and are not eligible for benefits (health, workers' compensation, etc.) from the Library.
  - Volunteers are accepted based on current needs of the Library. Scheduling will be coordinated with Library employees and/or the Friends of the Apalachin Library depending on the type of volunteer service.
  - Volunteers are required to sign in and out at the beginning and end of each shift.