

**VOLUNTEER POLICY**  
**ULYSSES PHILOMATHIC LIBRARY**

The Ulysses Philomathic Library welcomes the skills and talents of volunteers to support and extend the services of the Library. Volunteers do not replace paid staff, but do assist with special projects and supplement existing services. The number and type of volunteers accepted will be based on the amount of work and supervisory time available.

Volunteers are essential to our library community, and are often the first contact a patron has with the library; therefore they are expected to be welcoming and courteous. Volunteers are supervised by the Volunteer Coordinator and are expected to be familiar with, and follow, the policies and procedures of the library. Selection and retention of volunteers is the responsibility of the Volunteer Coordinator under the supervision of the Director.

- Volunteers must be 14 years of age or older
- Prospective volunteers must complete a library application which will be reviewed by the Volunteer Coordinator
- Prospective volunteers will also be interviewed by the Volunteer Coordinator
- Volunteers complete an emergency contact form and are responsible for keeping contact information current
- Volunteers track their hours in the volunteer logs provided

*First approved as amended by Board of Trustees 03/15/16*

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*Last reviewed by Policy Committee*