

The Larchmont Public Library Volunteer Policy

The definition of “volunteer.”

A volunteer is anyone who assists with work at the Larchmont Public Library without remuneration. A volunteer who is 14-17 years old generally works with the children's or teen staff and is covered by a separate teen volunteer policy. Adult volunteers generally work with the adult staff.

Statement of Purpose

The Larchmont Public Library volunteer program serves to :

- Supplement the efforts of paid library staff in meeting demand for quality public service;
- Help our patrons become familiar with their library and the services being offered;
- Encourage patrons to see the Library as a vital part of their community.

Volunteers are not replacements for paid staff of the Library.

Volunteers are not considered employees of the Library and are not entitled to any of the benefits, such as health insurance or worker's compensation, afforded to the Library's employees by law and pursuant to their collective bargaining agreement with the Library.

A safe environment is important for the patrons and the staff of the Library. We shall take appropriate steps, including background checks, of all volunteers.

Volunteering is a privilege, and a volunteer can be dismissed at any time for any reason. Failure to follow policies, adhere to the direction of the library staff or follow the guidelines of the Volunteer Handbook is cause for immediate release.