

VOLUNTEERS

Purpose:

Providing quality library services is the mission of the Rabun County Public Library. Meeting the Library's goals is the responsibility of a well-trained and qualified staff.

Policy:

The Rabun County Public Library encourages the participation of individuals who want to assist the library staff through volunteerism. The library's support group, Friends of the Library, provides an avenue for volunteer service and opportunities for volunteers.

Legal constraints regarding patron privacy prohibit the use of volunteers in areas of the library where patron records are accessible, in other areas where confidentiality may be compromised, and for services and programs presented to children.

Volunteers are not an official voice for the library, and must respect the library right to accept or refuse volunteer services.

Procedures:

Volunteers will not be assigned to work behind the circulation desk, or in any areas designated as staff areas. Volunteers may work in any public areas, and may be assigned tasks not related to patron services, such as shelving, shelf reading, and book sales.

Volunteers will not be used for children's programs except under the close supervision of the Youth Services Coordinator, and with the express approval of the Library Manager.

Training sessions for volunteers will be conducted by the library staff and required for individuals who wish to volunteer.

Volunteers will be appreciated for their contributions and encouraged to be active in Friends of the Library.