

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Volunteers and Friends of Town Hall Library</p>	<p>Issued: October 2004 Revised: February 2010 Revised: December 2015 Reviewed: February 2021</p>
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Volunteers are a valuable resource for the library as their energy and talents can help the library achieve its mission. Volunteers often enhance, but in no way replace, adequate staffing.

Volunteer Program Guidelines

All volunteer tasks must aid the library in achieving its goals and objectives and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library’s needs and considering each volunteer’s capabilities and wishes.

The library doesn’t compensate volunteers for time spent or expense incurred, except by special arrangement with the library director.

Individuals donating time to the library under the auspices of any other group (scouts, churches, community organizations, etc....) may identify with the group but may not promote the affiliated organization while performing library work.

Service volunteers who work in or outside the library on a regular basis can request that their service hours be filed by their library supervisor. Minor children may only work as volunteers with the consent of a parent or legal guardian. Volunteers must be at least fourteen years of age.

Volunteers are bound by the rules contained in the Town Hall Library Policy Manual, including those polices related to privacy and confidentiality. If a volunteer does not comply with library policy, that volunteer will be dismissed.

Friends of the Town Hall Library

The mission of the Friends of the Town Hall Library organization is to support the library through fundraising, advocacy and volunteering (adopted 6/9/2015 by the Friends Board). To coordinate the work of the Friends with the needs of the library, the library director and a library board liaison are members of the Friends’ board of directors.