



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENT POLICIES

Policy No.: 1.7

Date: 11/04; 1/14

Page: 1 of 1

SUBJECT: Library Volunteers

Purpose: To assess the qualifications of people who want to volunteer in the Sherratt Library.

- I. **Application:** To be considered as a library volunteer, interested people should contact the library administration in writing and include education, library experience and level of computer competency, etc.
- II. **Screening committee:** A committee of at least three library administration and faculty members will interview the potential candidate to determine candidate's skills and potential placements.
- III. **Expectations**
 - a. **Policy Adherence:** Volunteers are expected to follow all library policies and maintain the privacy of library patrons.
 - b. **Use of Library Resources:** Computers in work areas are to be used only for work related tasks. Volunteers who misuse or steal library property will be prosecuted to the full extent of the law.
 - c. **Volunteers are expected to act and dress professionally.**
 - d. **Work schedule:** Volunteers are expected to work scheduled hours. Supervisor must be contacted when changes are made to work schedule.
- IV. The library supervisor will complete an evaluation at the end of six months of service and annually thereafter.