Mannsville Free Library
Volunteer Policy

The Mannsville Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

The MFL Library volunteers are coordinated by the Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Forms are available at the circulation desk. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, availability and interests will be considered in job assignments.

Mannsville Free Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

Volunteers work with the status of "at will" employees and the Mannsville Free Library has the right to terminate the volunteer's working association with the Library at any time, for any reason. Volunteers working in the library are covered by Mannsville Free Library's Property and Liability Insurance policy. Volunteers are asked to record their hours of service in the "Volunteer Log Book" located at the Circulation Desk.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteer must sign a consent form for their children to perform volunteer service hours at the Library.

Approved by the Mannsville Free Library Board of Trustees on August 10, 2021.