

Maury Loontjens Memorial Library Volunteer Policy

Whether to have volunteer workers, or not, is at the discretion of the Library Director. Individuals interested in volunteering at the Maury Loontjens Memorial Library must fill out an application. Volunteer work is always a supplement to, not a substitute for, paid staff. Volunteers will be accepted based on the library's needs and the individual's qualifications as determined during the selection process. The library is not obligated to provide volunteer opportunities. Applicants will be interviewed, and if an appropriate volunteer job is available, references will be checked before the volunteer is accepted.

The Maury Loontjens Memorial Library does not discriminate in hiring or in approving volunteers with regard to the age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic. Library staff cannot always provide volunteers with the requested number of work hours or accommodate preferred schedules.

Volunteers must be 18 years of age or must have signed permission from their parent or legal guardian if between the ages of 14 and 17. Volunteers 18 years of age or older must obtain a Criminal Background Check.

Some volunteer tasks may include:

- Shelving library materials,
- Shelf reading,
- Assisting with bulk mailings,
- Performing simple clerical tasks
- Assisting with children's programs
- Sorting donated books
- Helping clean and maintain the facility
- Depending on the skills and interests of the volunteer and the needs of the library, other volunteer activities are possible.

Volunteers may not perform activities that reveal confidential patron information, or that require the use of the Integrated Library System. They may not work at the Circulation Desk and in certain designated staff-only areas.

Volunteers must be able to:

- Follow verbal or written instruction,
- Be willing to perform all work as assigned by staff,
- Conduct themselves as if employed by the library
- Adhere to the policies and procedures regarding: work schedules, attendance, conduct performance, safety procedures, and proper attire.

Volunteers may be released from their duties at any time at the discretion of the Director.

Approved by Maury Loontjens Memorial Library Board of Trustees on May 18, 2026.
Jared Jacavone, Library Director