



## **Volunteer Policy**

Sachem Public Library offers volunteer opportunities on a limited basis through the Teen Services Department. Volunteer opportunities, which are advertised in the Library newsletter and webpage, are open to teens in grades 6-12. Registration is online. By registering, registrants accept the Library's Volunteer Policy for themselves; or for under 18, for their child. The Library reserves the right to assign or decline the services of any volunteer without having to state a reason for the decision.

Volunteers are expected to dress appropriately, report on time, and regard their assignments as a serious commitments. Additionally, volunteers should act in accordance with all Library directives and policies, follow all directions and instructions of the supervising staff member, and reflect positive customer service attitudes to all Library visitors. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation. Understanding that recognition is an important component of a volunteer program and that it is often the only way in which the Library can say "thank you" to a volunteer, each volunteer shall receive a "Certificate of Community Service" upon completion of the opportunity.

Volunteers shall not be used to supplant or replace established staff positions. Additionally, nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.