

PONTIAC PUBLIC LIBRARY

Volunteer Program Policy

The purpose of the Pontiac Public Library Volunteer Program is to enable the library to continue to provide educational, recreational, and cultural services and programs free of charge to the community. In order to ensure volunteers are utilized in a manner that aides the library, the following policy has been created.

- All volunteers must be accepted and enrolled by Pontiac Public Library prior to performance of assigned tasks. The following steps must be taken (in this exact order) for a volunteer to be considered accepted and enrolled:
 - Volunteers must submit a completed “Volunteer Application Form”
 - Volunteers must complete an in-person interview
 - Volunteers must complete an orientation
 - Orientation includes a tour of the building, introduction to staff, review of the Volunteer Handbook, and discussion of safety issues
- If under 18 years of age, volunteers must have written permission from a parent or guardian to volunteer at the library along with a completed minor volunteer emergency release form.
- Volunteers will be selected from applicants according to the needs of the Pontiac Public Library. Submission of a volunteer application, completion of an interview or *any* verbal communication does not guarantee volunteer hours.
- Pontiac Public Library reserves the right to reject or select individuals for their Volunteer Program on any basis.

The Pontiac Public Library Board adopted this policy during their official meeting on the evening of Tuesday, April 27, 2010.