Volunteer Policy

Statement of Purpose
The Richmond Memorial Library recognizes that 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.

The Richmond Memorial Library will make use of the services of interested volunteers to supplement and *not to replace* the work done by library staff.

Volunteer Selection
Richmond Memorial Library will accept the following volunteers:
- Community members who have applied and been referred through the RSVP program at the Genesee County Office for the Aging.
- Students from area schools needing community service hours for a specified purpose such as National Honor Society, Scouts, etc.
- MLS candidates who need to fulfill a required volunteer project or internship.

The Library Visits program (formerly SAGE) will accept the following volunteers to provide home delivery:
- Community members who have applied and been approved by any other Marshall-Grant funded program such as Friendly Visitor.
- Family members of patrons receiving home delivery.

Other unique volunteer opportunities deemed valuable by library staff will be submitted to the Board of Trustees for review and approval.

General Provisions
Nothing in this policy will be deemed to create a contract between the volunteer and the Richmond Memorial Library. Both the volunteer and the Richmond Memorial Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

The Richmond Memorial Library will not compensate nor provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Supervision of Volunteers

All volunteers will be assigned one primary staff member to guide them in their work. Volunteers should feel free to ask any questions of their direct supervisor or report any problems or concerns about their assignment. If this supervisor is not available, the volunteer may also discuss any changes or problems with the volunteer coordinator.

Approval by the Board of Trustees
March 10, 2014