

## **Volunteer Policy**

### **Coopersville Area District Library Volunteer Policy Approved: 4-18-2012**

The objective of this policy is to ensure that the library has a safe, effective way to utilize the time and talents of area residence who wish to contribute to the library as a volunteer.

#### **Volunteers**

Coopersville Area District Library may use volunteers for a variety of tasks or projects. Volunteers do not displace established staff positions and do not have access to staff computers. Care is taken that assignments do not infringe upon the responsibilities of regular paid staff.

Volunteers must be age 14 or older. Volunteers younger than 18 years of age must complete an application and have it signed by a parent or guardian. Adult volunteers must complete an application including a criminal background check. All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis.