

VOLUNTEER POLICY
(replaces MML Personnel Policy 2.8)

Volunteers work in conjunction with the Library staff to enhance the services offered by the Marvin Memorial Library. A volunteer performs tasks for the Library without wages, benefits or compensation of any kind.

Volunteers must be at least 14 years of age. The Library is unable to assist with court-mandated volunteering.

All volunteers must complete a Volunteer Registration Form before providing any volunteer services.

Volunteer candidates 18 years or age and over must complete any required background checks prior to providing any volunteer services.

Every volunteer must have a Waiver Form on file with the Marvin Memorial Library before any volunteer service can be provided.

All volunteers are expected to follow the Marvin Memorial Library's Patron Code of Conduct and Volunteer Code of Conduct.

All volunteers will be responsible for providing their own transportation to and from volunteer venues. Driving may be required as part of some volunteer activities and tasks. Volunteer candidates whose tasks involve driving will be asked to provide a valid Ohio driver's license, present a clean driving record and provide proof of current insurance.

Volunteers must report to the Circulation Desk and sign in before beginning any volunteer duties. Volunteers must sign out when assigned duties are completed each day.

Training and directions will be given for each task that a volunteer may carry out. Failure to follow instructions may result in dismissal from volunteer tasks.

The Library requires that a volunteer's clothing, grooming, and overall appearance be appropriate, presenting a favorable and professional public image in accordance with the Library's Personnel Policy Section 8.13. Dress Standards.