

Volunteer Policy

The Cuba Circulating Library uses volunteers on a regular basis. A volunteer is defined as an individual who neither receives nor expects to receive any monetary compensation for service to the Library. Individuals placed by a court ordered community service program, the Probation Department or the Department of Social Services, student interns and Scouts working on a badge are covered under this policy as well as any member of the general public. In addition to the Application, individuals wanting to work with collections must take the Fiction and Nonfiction Arrangements quiz. They must score at least 80% and complete the test in a timely manner.

Volunteers may assist at the Circulation Desk, with arrangement of materials on book trucks, with shelving, with displays, preparing the Community Room for a program or getting materials ready for children. Volunteers may also teach a class or skill or help in other ways with preschool or other children's programming. Volunteers supplement but do not replace paid staff.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be supervised by paid staff.

Volunteers must follow the same code of conduct as employees with regard to maintaining a schedule, proper attire, and maintaining confidentiality of patron records.

The names of all staff and volunteers will be submitted to:

Justice Criminal Services
c/o Sexual Offenders Registry
4 Tower Place
Albany, NY 12203-3764
By mail, or faxed to 518-485-5805.

A library employee may not volunteer in a capacity that is similar to their paid work assignment.

Approved by the Cuba Circulating Library Board of Trustees June 11, 2007
Revised by Cuba Circulating Library Board of Trustees September 10, 2007.