



Use of Volunteers at the Library Policy

The Lindenhurst Memorial Library's volunteer programs are designed to expand and enhance public service to the local community. Volunteers (who are typically teenagers in need of community service credit hours,) will generally provide support services to paid staff and/or work on special projects in a program.

The Friends of the Library is a separate organization, (with its own by-laws and mission,) comprised primarily of adult volunteers; the focus of the organization is to provide direct support to services and programs that benefit the Library.

A volunteer is to be defined as anyone who without compensation (beyond reimbursement for an authorized expense) performs tasks at the direction of and on behalf of the Library. A volunteer must be officially registered by the Library in a community service program prior to performance of assignments, or be a member of the Friends of the Lindenhurst Memorial Library.

Volunteers shall not be considered as employees of the Lindenhurst Memorial Library. Library volunteers must be 11 years of age or older.

The Library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers agree that the Library may at any time, for whatever reason, determine to terminate the volunteer's relationship with the Library. Volunteers are expected to adhere to the Library's Patron Behavior Policy.

Occasionally, community service programs are held at an off-site location. In those instances, a Volunteer Offsite Permission Slip must be completed, signed by a parent/guardian, (if the volunteer is a minor) and returned to the Library prior to the day of the off-site community service program. Volunteers are responsible for their own transportation to and from offsite locations. Library staff are prohibited from driving volunteers to and from offsite program locations.

Adopted: July 18, 2020



**Lindenhurst Memorial Library
Volunteer Offsite Permission Slip**

Name and date of program: _____

Time of program: _____

Location of program: _____

Volunteer's name: first and last: _____

Age/Grade: _____ Contact phone number: _____

Email: _____

Parent/Guardian first and last name: _____

Best contact phone number to reach parent/guardian: _____

Email of parent/guardian: _____

***I grant _____ permission to attend the
community service program _____ that is being held
on _____ at _____***

***I understand this is an off-site program, and that I am responsible for providing
and/or arranging for transportation for my child to and from the event. The person
transporting my child will be at the location ten minutes prior to the end time, in
order to facilitate pick-up. I further hold harmless the Lindenhurst Memorial
Library from any claims for damages of any nature to person or property while
my child participates in the offered activity.***

Signature: _____

Date: _____

Adopted: July 18, 2020