

The Hudson Library and Historical Society

Use of Volunteers Policy

Adopted 12/2013

- I. **Statement of Purpose:**
The Hudson Library and Historical Society welcomes the use of volunteers to enhance library service to the community. Volunteers provide support services to staff.
- II. **Selection and Retention of Volunteers:**
Volunteers are selected based on their qualifications and the needs of the Library at any given time. Potential volunteers must fill out an application form and must interview with staff prior to acceptance. The Library Director and staff will use their discretion to determine the appropriate use and retention of volunteers.
- III. **The Friends of the Hudson Library:**
The Friends of the Hudson Library is a separate 501C3 non-profit organization which provides financial support to the library. All Friends members are volunteers of that organization and they are recruited separately by the Friends to do a variety of tasks including book sorting and book selling.
- IV. **Training and Supervision of Volunteers:**
Library volunteers receive training to enable them to carry out their assigned tasks by a designated staff member. Volunteers work only when adequate supervision is available. Work schedules and specific time commitments are coordinated individually by each volunteer and his/her library supervisor.
- V. **Community Service:**
Individuals seeking volunteer hours to meet a requirement set by an outside agency for community service are still subject to the same selection process outlined above as well as the other provisions of this policy.