

NORWELL PUBLIC LIBRARY  
LIBRARY VOLUNTEER POLICY

**Policy Statement:** The library recognizes the need for and welcomes community volunteers to assist in the library. Community volunteers are individuals who give their time and talents to the library on a regular basis.

**Regulation:** Volunteers are trained to work under the library department heads. Students under the age of fifteen may volunteer with parental consent and work under the guidance of an adult staff member. Up to date records are kept of all volunteers. Volunteer hours are collected and reported to the library director on an annual basis. The Library Director reserves the right to recruit or dismiss any volunteer without cause.

**Procedure:**

1. Interested parties must complete an application form.
2. After review of the application the applicant will be contacted by the library director or department head.
3. An interview may be scheduled; a CORI application must be completed (Chapter 6 Sec. 172C) and approved before work can begin.

Approved 3/24/04