

Volunteer Policy

The Dvoracek Memorial Library uses volunteers to supplement the efforts of paid staff in providing quality public service. Volunteers are viewed as important liaisons between the library and the community, help to keep the library in touch with the community it serves. Volunteer workers are not a substitute for paid staff but assist with programs or projects that supplement or complement staff duties.

Definition

- A “volunteer” is defined as a person who, of his/her own volition, provides services to the Dvoracek Public Library.

Supervision

- Volunteers at the Dvoracek Memorial Library are considered to be under staff supervision. Supervision will be provided by any library staff on duty.

Dismissal

- Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. While all library staff may supervise volunteers, only the Director reserves the right to dismiss a volunteer at any time.

Reviewed and Revised by the Library Board of Trustees.....10/9/2025