



## **Volunteer Policy**

-Board Approved 04/08/02

Volunteers make welcome contributions to Manchester District Library.

Volunteers, including Community Service volunteers, are regularly used on a short term basis for special projects and projects organized by the Friends of the Manchester District Library.

Long term volunteer arrangements in the library require a letter of agreement prepared by the Library Director and approved by the Library Board.

Because there are numerous policies and procedures to be followed, the library does not use volunteers for circulation desk duties. In general, the library does not use volunteers for reference work, cataloging, or children's programs. Exceptions to this can be made by the director when the volunteer has a teaching certificate, MLS, or similar qualification.