

## **VOLUNTEERS**

Library volunteers play an important role in libraries across the country including the Jefferson-Madison Regional Library system. It is important to create and sustain a volunteer program that assists the work of libraries. Effective use of library volunteers can extend the value of every tax dollar.

Jefferson-Madison Regional Library welcomes the participation of volunteers. Volunteers bring a positive attitude towards library services, and they generally gain a sense of personal achievement from learning new skills. Department and Branch Heads are encouraged to plan for and use them whenever and wherever appropriate; however, a volunteer shall not be considered as taking the place of a paid staff member.

Volunteers may conduct or assist with programs such as forums, discussion groups, and outreach programs. They may also perform appropriate Library tasks such as shelving, shelf-reading, book mending, weeding, and assisting with Library surveys. Generally, volunteers should be at least 13 years of age. All volunteer work must be approved by the Department or Branch Manager and be under the direct supervision of a paid staff member.

(Revised 5/23/05)