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Volunteer Policy

Elk Rapids District Library recognizes and appreciates citizen participation. The services of interested volunteers shall be used to supplement the efforts of paid library staff in meeting demands for quality public service and not to replace the work done by paid staff.

1. Volunteers must fill out an application form and will be interviewed.
2. Volunteers may be subject to a standard background check.
3. Volunteers must sign a liability waiver.
4. Volunteers will be provided with and expected to read the Volunteer Handbook, and to attend training and staff meetings when appropriate.
5. When performing library duties, volunteers must abide by all library policies and procedures.
6. Volunteers are expected to commit to an agreed upon schedule and give a minimum of 24 hours notice if they will be absent, except in the case of an emergency.
7. Volunteers may be paid expenses incurred in performing library tasks and for educational purposes, with the approval of the Director.
8. Volunteer scheduling will be at the discretion of the Director

This policy shall not be deemed a contract between the volunteer and the Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library will not provide any medical, health, or compensation benefits to persons functioning as volunteers.