



Volunteers Policy and Procedures

The Orangeburg Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Volunteers enhance, rather than replace, adequate staffing. Library volunteers are coordinated by librarian staff and must be at least 13 years of age. Each volunteer must complete "Library Volunteer Application." Volunteers may be interviewed to determine interest, availability, and experience.

Volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Orangeburg Library has the right to terminate a volunteer's working association with the Library at any time.

Volunteers must be scheduled in advance and placed on the Smartermail calendar. Volunteers must sign in, indicating their name, organization or school, time in, time out, and where they are working (i.e. shelf reading 800's, Adult room). Badges on lanyards designating the volunteer as such will be provided to volunteers when they arrive, and will be returned when they sign out.