

SUNSHINE HALL FREE LIBRARY  
By-Laws & Policy Manual  
(Approved: December 18, 2012)

#### XIV. PUBLIC NOTICE BULLETIN BOARD POLICY

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event.

- A. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly.
- B. Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.



#### XV. VOLUNTEERS

##### A. DEFINITION

Volunteers are those individuals who give their time without recompense to benefit the Sunshine Hall Free Library. In general, they are divided into three categories:

- 1) Regular -  
These volunteers work a regular weekly schedule, generally with circulation desk responsibilities, processing, programs (story hour, etc.), or other regular and routine duties. The key word is regular and would involve having scheduled hours, generally weekly but no less than monthly.
- 2) Special Assignment -  
These volunteers work an irregular schedule on an "as needed" basis, again no less than monthly. Their duties may include sorting, packing, or otherwise organizing books for sale or disposition; conducting tours or special programs; conducting craft programs, etc.
- 3) Special Event -  
These volunteers give their time and efforts for fund raising events or special occasions that occur without repetition during the library year. Such events may include an annual book sale, pancake breakfast, library fair, etc., and their time volunteered is generally non-repetitive. For example, a volunteer who works a 2 - 4 hour shift during an annual book sale or waits table at an annual meal event is a special event volunteer, as compared with a special assignment volunteer who is on duty at the library at least monthly on a scheduled or unscheduled basis.

##### B. BECOMING A VOLUNTEER

- 1) A local resident who wishes to volunteer shall file a "Volunteer Application" with the Director, after reading a copy of this policy. The application will include the usual details of name, address, telephone number, emergency contact person, work background, special skills, available days and times, and two (2) personal references, if the Director does not

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personally know the applicant. The applicant shall indicate on the form the category of volunteer service for which (s)he is applying.  
(SEE FORM 'E' IN APPENDIX)

- 2) The Director shall interview the volunteer applicant and recommend action to the Board of Trustees.
- 3) A copy of the application is to be kept at the SHFL Main Office.

#### C. VOLUNTEER RESPONSIBILITIES

- 1) Volunteers are required to abide by the same general rules and regulations that apply to paid employees: prior notice of absence, courteous manner, responsible performance of assigned duties, etc.
- 2) The Director will provide training to each volunteer in the specific duties for which the individual has volunteered, supplemented by the written procedure manual and other documentation for the volunteer's education and information.
- 3) Any volunteer who wishes to leave his/her commitment on a permanent or temporary basis should express those wishes in writing, giving at least a week's notice if at all possible.

#### D. RELATIONSHIPS

Volunteers are an integral part of the Sunshine Hall Free Library. Without their assistance, many basic services would be severely limited. The Board of Trustees and the staff owe deep appreciation to the SHFL volunteers. That being understood, it is expected that each volunteer will receive courteous, respectful consideration from the staff. In like manner, the volunteer must understand that the staff is required to enforce all library rules, regulations and policies established by the Board of Trustees and that the volunteers should not expect deviation from or exception to the rules, regulations and/or policies in gratitude for or recognition of their service.

### XVI. COMMITMENT TO OUR USERS RIGHTS OF PRIVACY AND CONFIDENTIALITY

- A. Privacy is essential to the exercise of free speech, free thought, and free association. In this library the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.
- B. The courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

*Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records*

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**E. VOLUNTEER APPLICATION (XV.B.1)**

**Sunshine Hall Free Library**

14 Proctor Rd Eldred, NY 12732

Volunteer Application

Please return the application to the Library Director

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Emergency Contact Person (name and telephone #) \_\_\_\_\_

\_\_\_\_\_

Indicate the day(s) you would like to volunteer: \_\_\_\_\_

Times Available: \_\_\_\_\_

Special Interest or Skills: \_\_\_\_\_

\_\_\_\_\_

Work background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

Category of Volunteer Service: \_\_\_\_\_

By signing below, I verify that I have read the Volunteer Policy and agree to abide by the policies stated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_