

VOLUNTEERS

USE OF VOLUNTEERS:

Bay County Library System recognizes and appreciates citizen participation. As library services increase, (resulting in an increase in staff workloads) and paid staff remains at a fixed level, the library must come to rely more heavily upon a dependable volunteer staff to augment regular staff activities. Such reliance necessitates that certain guidelines be applied to acceptance, training, and recognition of volunteers. To that end:

1. All volunteers will be interviewed and forms filled out.
2. All volunteers will be instructed in specific tasks expected and have their work evaluated.
3. As tasks are mastered and volunteers express interest, other appropriate tasks will be assigned and further training will take place.
4. All volunteers must sign a liability waiver.
5. Outstanding volunteers will be recognized by the Bay County Library System Board of Trustees with appropriate certificates of appreciation.
6. Volunteers can come to us from a variety of sources including but not limited to:
 1. Court Assigned Workers
 2. Schools and school groups
 3. Church groups
 4. Friends of the Library
 5. General populace of Bay County

All Bay County Library System Volunteers will be welcomed, treated with dignity and respect, and utilized whenever possible doing work beneficial to the Bay County Library System.

All Volunteers will be given "Library Volunteer" name tags to wear.

LIABILITY WAIVER

The person signing this waiver is a volunteer worker in conjunction with the operation of the Bay County Library System. The undersigned hereby waives, releases, and discharges the library administration, Library Board of Trustees, County of Bay and each of their respective agents, officials, insurers, lessees, employees, and representatives from all liability for death, personal injury, or damage to property suffered by the undersigned in connection with any all activities entered in or engaged in connection with performing volunteer duties at the Bay County Library System.

(Signed Name)

(Date)