



Volunteer Guidelines

The Bay County Library System recognizes and appreciates citizen participation. The Library provides volunteer opportunities to residents of the service area and will provide training and supervision to each person chosen as a Library volunteer. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits.

1. Volunteers must complete a volunteer application form and be age 14 or older. Volunteers under age 18 must have written permission from their parent or legal guardian to volunteer for the Library. Students not yet graduated from high school must provide a completed State of Michigan work permit from their school district.
2. Volunteers will be accepted as needs arise. Submission of the volunteer application does not guarantee acceptance as a volunteer.
3. Volunteers will not take the place of paid staff. Volunteers will be expected to set, and adhere to, a schedule with the supervisor where they are assigned.
4. Volunteers are recognized by the Bay County Library System and shall be guided by the same work and behavior code as employees. Volunteers will wear an identification badge when volunteering at the Library.
5. Volunteer applicants will sign a liability waiver and be subjected to a background check.