**Volunteer Policy**

* The Hopkins District Library welcomes members of the community serving as volunteers. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines:
	+ A volunteer represents the Library to the community while actively serving as a volunteer.
	+ A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
	+ The Library may decide to discontinue or change a volunteer’s service assignment if it is determined that the assignment is no longer beneficial.
	+ The Library cannot guarantee any specific amount of hours for individual volunteers.
	+ Preference for most volunteer activities is given to local students who must fulfill school requirements.
	+ The Library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.
* The Hopkins District Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.