

Volunteer Policy

1. All volunteers must submit to a criminal background check and complete drug screening, upon request.
2. Volunteers must provide a tentative work schedule to the Director. It is to be understood by the volunteer and Director that this is not a binding schedule.
3. All Volunteers must sign the personnel policy of the Oscoda County District Library.
4. All volunteers must follow the policies and procedures of the Oscoda County District Library. Failure to do so may result in termination of the volunteer.
5. The Director and/or Assistant Librarian are responsible for training/guiding/mentoring all volunteers.
6. Volunteers are under the supervision of the Library Director and/or Assistant Librarian. In the event neither is available the volunteer will be notified and asked not to come in the Library at that time.
7. If a problem occurs between a volunteer and any employee/patron the Director will immediately be notified. It is then the Director's responsibility to discuss the issue with the volunteer and fill out an Employee Performance Form.
8. Volunteers will complete a time sheet so their hours will be recorded.