

This "Library Volunteer Letter Template" is a generic document to serve as the basis for *your* public or association library developing a "Volunteer Letter" to confirm the terms of service of volunteers. The purpose of such a letter is to confirm details related to safety, legal compliance, and liability, including factors listed at https://dol.ny.gov/system/files/documents/2021/02/faqs_nonprofit_and_state.pdf.

Whenever possible, your final version of this letter should be reviewed by legal counsel before being used.

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[On Letterhead]

RE: Your Volunteer Service

Dear NAME:

Thank you for volunteering at the NAME Library! Your start date is DATE.

As a volunteer, your work will add to and enhance our core operations. But before it starts, there are just a few things to confirm:

Safety

The library puts a great emphasis on safety, and our safety plans are listed on our website. If you ever have a safety concern, please alert TITLE immediately. In the case of a medical or safety emergency, call 911.

If you are injured while on site at the library, or while volunteering, please alert TITLE as soon as possible.

Respect

The library is a welcoming and inclusive space for all. Our policies barring discrimination and sexual harassment are posted on our website. If you ever have a concern that you are being discriminated against, or that you have witnessed any discrimination while at the library, or in connection with library programs and events, please alert NAME.

In addition, even if it is not illegal discrimination, the library expects that as a volunteer, you will not be exposed to abusive or disrespectful conduct from patrons, employees, and vendors. If you have concerns in that regard, please alert NAME.

And of course, we ask that you treat everyone in the library with this same respect!

Confidentiality of Library Records

As a library user, you may be familiar with the library's ethical and legal requirements to maintain the confidentiality of all library user records. This includes maintaining the confidentiality of not only books a patron has checked out, but internet searches, use of other library services, and consultations at the reference desk.

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Basically, our mandate of confidentiality means that even if asked by a person with seeming authority, we will not reveal any library information.

As a volunteer, we do not expect you to be met with requests for library records very often, but if someone does ask you for such access (including law enforcement), please refer the inquiry to the director or workers, so it can be addressed per library policy.

And of course, this also means we do not refer to library users records on social media.

Routine Tasks

As a volunteer, you will be helping with **INSERT**. We are greatly appreciative of this service, which enhances the work done by our regular employees and helps the library offer additional services.

If at any point you need to request an accommodation for a disability, please contact **TITLE**.

Staying in Touch

Although we can't condition your volunteer service on mandatory hours, as you can appreciate, confirming when you will be at the library to perform your volunteer service is important.

Therefore, your regular days and times of service will be: **INSERT**. If the time of your service ever needs to change, please just call **INSERT** as soon as possible, to let us know in advance. This will help us make sure that the work or activity planned to include you that day can be adjusted as needed.

Other options your library may want to add:

Name Tag	Bicycle Storage	Social Media Policy
Parking	Orientation Meeting	
Break Room	Keys/Security Code	

Thank You

Thank you again for your service to the library, and for your attention to the details in this letter. We look forward to you becoming a part of our team, as we work to serve the community of **INSERT**.

Sincerely,

NAME

TITLE