

Northville District Library Policy on Volunteers

The Northville District Library welcomes volunteers to assist with a variety of tasks and special projects. Volunteers do not receive compensation or fringe benefits for the work they perform.

People interested in volunteering at the Northville District Library are required to fill out a volunteer application form. Applicants must be 14 years or older. Anyone under the age of 18 is required to have the signature of a parent or guardian. Volunteers will be asked to update these forms annually. The Northville District Library cannot guarantee that there will be open volunteer slots at the time of application. Volunteer applications will be kept on file for one year. The Northville District Library does not accept court-ordered Community Service Volunteers.

Hours available for volunteer shifts at the Northville District Library are as follows:

Monday-Thursday: 9:00 a.m. to 8:45 p.m.

Friday-Saturday: 9:00 a.m. to 4:45 p.m.

Sunday: 1:00 p.m. to 4:45 p.m.

All library volunteers are required to wear a volunteer name tag while they are performing their duties. The name tag will be provided by the library.

The Friends of the Northville District Library will designate a coordinator for the used book sale operations. The Teen Librarian will serve as the volunteer coordinator for teen volunteers. The Head of Technical Services will be the assigned volunteer coordinator for all other volunteers.

All volunteers will be required to submit their schedules in advance. This can be done on a monthly or weekly basis as preferred by their assigned volunteer coordinator. Should a volunteer be absent from a scheduled shift, they should inform their volunteer coordinator. The respective volunteer coordinators will supply volunteer schedules to Library Administration on weekly or monthly basis as applicable.

All volunteers will be required to sign in and sign out at the beginning and end of their shifts in order to comply with insurance liability requirements and to allow the library to recognize their respective service contributions. The Northville District Library will recognize the contributions of its volunteers annually with a volunteer appreciation event with accompanying awards.

No volunteers will be assigned physical keys. Volunteers working on used book cellar operations will be assigned individual keycards which will provide them with access to the library spaces they require to perform their duties.

All volunteers must comply with all Northville District Library policies and follow all organizational safety procedures. The Northville District Library reserves the right to terminate the services of any volunteer at its sole discretion.

Approved by the Board of Trustees July 25, 2025