

Pawling Library Summer Intern Policy

A Summer Intern shall be considered a volunteer 11+ years of age, who assists with work done at the Pawling Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Pawling Library shall make use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the library and the services being offered.
3. Staff or support fund raising activities sponsored by the Pawling Library like our annual book sale.

Volunteer Guidelines:

- ! Each summer, interns must complete a Summer Intern application and, if under 18, a Parent/Guardian Consent form which will be kept on file in the Library. In addition, volunteers must participate in a training session, regardless of whether or not they have volunteered before.
- ! Summer interns may be interviewed to better determine their interests and level of experience. Their talents, experience, availability and interests will be considered in placement and volunteer assignments.
- ! Summer interns are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron policy and confidentiality.
- ! Summer interns will be responsible for helping to maintain safety and emergency protocol. Concerns and questions about these or other library policies/protocol should always be shared with a library employee and/or trusted adult.
- ! Summer interns are working in the heat with young children. Casual warm weather attire is expected but must be appropriate to our setting. All clothing must be appropriate for working with children. Students working outdoors should wear appropriate footwear. Please, no flip flops!
- ! The Pawling Library does not compensate summer interns for time spent or expense incurred.
- ! Summer interns working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.
- ! Summer interns are required to record their hours of service. This information is reported to the Library Trustees and to any outside organization guardians/interns request, such as churches or dojos.
- ! The Pawling Library summer interns are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as the employees. This includes giving your full attention to your work at the library. **Cell phone use, texting and socializing with peers outside of the program cannot interfere with your responsibilities while you are helping with our program.**
- ! The Library Director reserves the right to adjust or terminate a summer intern's service.