


<b>POL-LIB-2016-02</b>	<b>Issue No: 1.0</b>	<b>September 24, 2015</b>
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<b>Volunteer Policy</b>		

**PURPOSE:**

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. Volunteers, both adults and teens, are valued by the library as an important support for the paid staff and as a demonstration that residents appreciate the positive impact the library has on the quality of life in Las Cruces.

**Policy:**

1. All persons over 18 wishing to become a Library Volunteer, or community groups wishing to volunteer for a one time project, will sign up through the City's Network Volunteer Center.
2. Persons between the ages of 16 and 18 wishing to become a Library Volunteer will contact the Public Services and Programming Librarian at Thomas Branigan Memorial Library.

**Procedure:**

1. Adult Volunteers:  
Activities for volunteers include, but are not limited to, shelving, cleaning books, repairing books, packaging, filing, and labeling
2. Volunteers 16 to 18:  
Activities for teen volunteers are limited to shelving, shelf reading, filing, craft preparation, program preparation, cleaning books, and labeling.
3. All volunteer work will be under Librarian supervision.

