



MADN-LIB

22 May 2012

Library Policy Operating Memorandum No. 1-4

Volunteers

	Para
Purpose	1
Eligibility	2
Library Sponsorship	3
Parameters	4
Internships	5
Proponent	6
Expiration	7

1. **PURPOSE:** The United States Military Academy Library from time to time may engage volunteers to assist library staff.

2. **ELIGIBILITY:** Volunteers for West Point organizations are coordinated through the Army Volunteer Corps within the Army Community Service (622 Swift Road, Bldg. 622 / 845-938-3655 or 845-938-4621 / <http://www.westpointmwr.com/ACTIVITY/IVC/index.HTM>). All volunteers must register through this office.

3. **LIBRARY SPONSORSHIP:** Library supervisors may at their discretion arrange for volunteers to support the work of library staff.

4. **PARAMETERS:**

- a. Volunteers report to existing library supervisors.
- b. Volunteers receive no compensation for time spent or expenses incurred.
- c. Volunteers receive no academic credit for their services.
- d. Volunteers are expected to complete all training required by their supervisor.
- e. Volunteers may be removed from their duties if their work is not satisfactory.





- f. Volunteers are bound by all library policies.
- g. Volunteers are representatives of the library and should be guided by the same work and behavior codes as employees.
- h. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer.
- i. Volunteers are not eligible for central post parking privileges.
- j. Volunteers provide supporting service to library employees and the library mission. They do not perform primary service functions independently in lieu of paid staff.
- k. Volunteers are only eligible to use library resources if they have eligibility under LPOM 2-1.
- l. Volunteers work within their sponsoring division. Any work outside their sponsoring division must be done in arrangement with other supervisors.

5. **INTERNSHIPS:** The USMA Library does maintain a separate competitive program for internships designed to provide a broad introduction to academic library service as part of a program leading to a graduate degree in library or information science. Volunteers do not serve as interns though are eligible to apply to the internship program separately.

6. **PROPONENT:** The proponent for this Dean's Policy Operating Memorandum is the Librarian and Associate Dean, USMA, USMA Library, Office of the Dean, MADN-LIB, x3833.





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7. **EXPIRATION**: This policy is enacted on 01 June 2012 and is effective until superseded or rescinded.

CHRISTOPHER D. BARTH
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