



Williamson
PUBLIC LIBRARY

Welcome to the Williamson Public Library and thank you for your interest in volunteering!

Due to limited volunteer opportunities the Library primarily reserves these opportunities for high school students requiring community service credits for graduation. Since much of the work the library does behind the scenes, falls under NYS Confidentiality of Library Records law, access to confidential library data such as checkouts, patron records, patron requests for information, holds etc. is limited to staff employed by the Library, in order to be in compliance with NYS and OWWL Library System Member Library policies.

Volunteer opportunities for students typically involve light duties such as shelf reading (making sure books are shelved in the correct order), light dusting, and putting together summer reading and take-home craft kits. Seasonal duties include assisting the Youth Services Coordinator in putting up and taking down the library's seasonal decorations, light landscape weeding and leaf cleanup, and assisting with a program such as tie dye or a craft.

If the above options for volunteering sound of interest, please read over the attached packet, which includes the library's volunteer application form, parental consent form and relevant policies. A completed application and parental consent form should be returned to Kate Karnisky, Youth Services and Volunteer Coordinator as an email attachment to kkarnisky@owwl.org or dropped off at the library or mailed to the attention of:

**Kate Karnisky
Williamson Public Library
6380 State Route 21, Suite 1
Williamson, NY 14589**

If you have any questions about the application process, availability of volunteer hours etc., please do not hesitate to first reach out to the Williamson Public Library at 315-589-2048 and talk with Kate. Thank you for your interest in volunteer hours at the Williamson Public Library. We look forward to seeing you at the Library.



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6380 Route 21, Suite 1
Williamson, New York
14589-9560

STUDENT VOLUNTEER APPLICATION

Return to Kate Karnisky, Youth Services and Volunteer Coordinator

Student Information

NAME

ADDRESS

Phone

Why do you want to volunteer at the Williamson Public Library?

What hobbies or activities do you enjoy?

What skills or interests do you have that could be applied to your volunteer work (e.g. enjoy creative projects, good with computers, good with kids, etc.)?

By submitting this application, I certify I have received, read and agreed to abide by the Williamson Public Library's Volunteer Policy, Rules of Conduct, and NYS Confidentiality of Library Records Policy attached.

YES

NO



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PARENTAL CONSENT FORM FOR YOUTH VOLUNTEERS

(Please read completely, fill in the blanks and sign. Thank you!)

**When complete, please return this form to Kate Karnisky, Youth Services Coordinator,
via Email: kkarnisky@owwl.org or Fax: 315-589-5077 or mail to the above address.**

I hereby give consent for my teen _____, a minor (at least 14 years of age) to serve as a volunteer at the Williamson Public Library for up to 20 hours total to fulfill graduation requirements, if the arrangement is both beneficial for the library and the student. I understand volunteer services are donated to the Williamson Public Library without compensation or the promise of future employment.

I hereby release Williamson Public Library, together with its director, officers, and employees, from any and all claims, demands, actions and causes for actions of any kind, whether based on negligence or otherwise, arising from participation in any aspect of volunteer activities. Student volunteers may be required to help set up and cleanup for library programs, do light cleaning, help maintain the proper order of materials on the shelves, decorate our teen area, and other tasks assigned by the Youth Services and Volunteer coordinator, Kate Karnisky.

I know of no reason, medical or otherwise, that would prevent my child from performing volunteer services. In the event of a medical emergency, I understand that effort will be made by the Williamson Public Library to contact me. If the Williamson Public Library is unable to reach me or time is of the essence, I hereby give permission for any and all medical attention to be administered to my child in the event of accident, injury, sickness, etc. by emergency personnel and rendered under the general or special supervision of any licensed medical professional under the provisions set forth by the state of New York on the medical staff at the office or hospital. I also assume the responsibility for the payment of any such transportation and treatment.

Any Medical Conditions or Allergies? Yes No

Explain/Describe: _____

I will provide reliable transportation if necessary and understand that my child is responsible for corresponding with the volunteer coordinator in a timely manner regarding any scheduling changes or questions. If, for whatever reason, your teen does not appear for their scheduled time, the library board and staff are not responsible for their whereabouts. I understand that volunteering with Williamson Public Library involves a commitment on the part of my child to work in a designated service area in a regular, safe and responsible manner. This includes courtesy and respect for others, appropriate dress for the type of work being performed and adherence to the Library's Rules of Conduct (no property theft, abusive language, profanity or improper behavior, no smoking, no vaping, no possession or consumption of drugs, alcohol or controlled substances) and adherence to NYS Confidentiality of Library Records. I understand that the Williamson Public Library is not responsible for my child when volunteering. The Williamson Public Library is also not responsible for any personal belongings. Please be aware that your teen will be under the direction of the volunteer coordinator, but will need to perform their tasks independently and responsibly. Thank you so much for your cooperation!

In signing this, I acknowledge and represent that I am eighteen (18) years of age or older and I am the legal guardian of the child named above. I and the student named above have read the Library's Volunteer Policy, Rules of Conduct, and NYS Confidentiality of Library Records policy; I understand the significance of the agreement; and I am signing voluntarily as an act of my own free will, agreeing to the above for myself, my child, my spouse and personal representatives. (All legal guardians must sign.)

Printed Name of 1st Parent or Legal Guardian

Relationship

Signature of Parent/Legal Guardian

Date

Parent/Legal Guardian Full address (street, city, state, zip)

Emergency Contact Phone#

Printed Name of 2nd Parent or Legal Guardian

Relationship

Signature of Parent/Legal Guardian

Date

Parent/Legal Guardian Full address (street, city, state, zip)

Emergency Contact Phone#

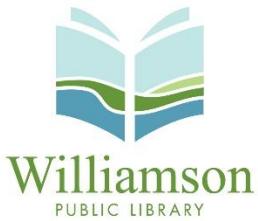
Clinic/Physician's Name

Clinic/Physician's Address/Phone

Please be aware that your teen will be under the direction of the volunteer coordinator, but will need to perform their tasks independently and responsibly. Thank you so much for your cooperation!

Sincerely,

Kimberly Iraci, Director and Kate Karnisky, Youth Services and Volunteer Coordinator



4000.3 VOLUNTEER POLICY

A “volunteer” is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation and/or provision of compensation and without benefits for their time and service. Although the activities of library volunteers are governed by all library policies and procedures, as a Civil Service employer, the Library will not utilize any volunteer as replacement for any Williamson Public library paid staff members. Volunteers supplement services and do not perform duties that require a Civil Service title, nor cover staff absences or any other tasks regularly performed by paid staff.

Those seeking to volunteer will submit a completed Library Volunteer Application to the Youth Services Specialist.

Due to limited volunteer opportunities and staff classified under a Civil Service classification to provide supervision, the Library primarily reserves volunteer opportunities for high school students requiring community service credits for graduation.

The Williamson Public Library Director has final approval of acceptance of all volunteers and removal, with day-to- day supervision delegated to the Youth Services Coordinator.

Volunteer permitted tasks include shelf reading, craft kit assembly, light weeding of landscape beds, clean-up of leaves, assembling summer reading promotional bags, and/or light cleaning that is not custodial in nature and are nominal tasks.

Minors under the age of 18 seeking to volunteer must have a guardian sign their Volunteer Application.

Volunteers are assigned tasks based on the needs of the library and that are within individual capabilities.

Volunteers receive no wages, stipends, gift cards, or other items of monetary value, other than the occasional nominal refreshments or recognition that has no cash value.

Volunteer hours are to be during the regular operating hours of the library, not before or after, unless there is a special event outside of the regular operating hours and its pre-approved by the Director. Volunteer opportunities are in compliance with NYS Child Labor Limits, do not handle cash, cannot be alone at a venue or within the building, involve no supervision of others, and no access to any patron information.

Volunteers are not permitted to field reference inquiries or perform tasks that are assigned to paid staff.

Volunteers will not be provided access to any information which falls under Civil Practice Law & Rules (CPLR) Section 4509, NYS patron confidentiality law, which includes access and use of the OWNL database for circulation or any circulation related functions. Volunteers will acknowledge receipt of the

library's data breach and confidentiality policies and sign acknowledgement and compliance with these policies as a volunteer.

Volunteers are expected to adhere to the Williamson Public Library's confidentiality of library records policy and will not disclose any information including, but not limited to patron names, addresses, phone numbers or materials requests should they come in contact with this information during their volunteer hours at the Library.

Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as library staff and patrons.

Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be displayed between all library staff, volunteers, and patrons.

Volunteers report to the Youth Services Coordinator and should report any concerns regarding discrimination or harassment immediately to their Supervisor and the Director, as well as completing the library's official complaint form. If a concern involves the above entities, a volunteer should reach out immediately to the Library's Board President. Any retaliation for issuing a concern is strictly prohibited.

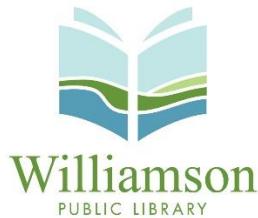
Internship opportunities are considered only when there is a formal agreement between an ALA accredited degree program, whereas the student receives credits towards a Masters in Library Science degree. All internships must be approved by the Williamson Public Library Board of Trustees and interns are considered part of Library payroll and are paid. Internships are considered based on the availability for library supervision, library need, and the ability to provide the work required via a formal agreement for credit, and are only approved if the above is met and the library has funds available to compensate for an internship.

Unpaid internships and shadowing are not allowed due to the inability to provide this type of opportunity without providing non-employee access to confidential patron information under NYS law, the blurring of lines between observation and participation of civil service classified work, and liability.

Termination of Volunteer Service The Williamson Public Library reserves the right to terminate a volunteer's service at any time, for any reason, at its sole discretion. Reasons for termination may include, but are not limited to, failure to adhere to Library policies, unsatisfactory performance, misconduct, or a change in the Library's needs. Terminations are administered by the Library Director. Volunteers may also choose to discontinue their service at any time by notifying their Library supervisor.

Disclaimer This policy does not create a contract of employment. Volunteers are not employees of the Williamson Public Library and are not entitled to receive employee benefits or unemployment insurance. As volunteers are not paid employees of the Williamson Public Library, they are not covered under the library's workers compensation policy.

Ongoing Use Evaluation The Volunteer Policy will be evaluated every three years by the Director and Board of Trustees or when law or insurance policies change. Questions or concerns regarding Williamson Public Library's use of volunteers or Volunteer Policy should be forwarded to the Director. ADOPTED by the Williamson Public Library Board of Trustees 01/16/2026



1000.3 RULES OF CONDUCT

Recognizing the need to maintain an environment suitable for studying, reading, browsing and the general use of library resources, the Library Board establishes rules and procedures to assure the safety of library users, library personnel, and library materials, equipment and furnishings; and to assure that the use of the library is not obstructed by inappropriate behavior or actions. Library patrons are expected to follow all library rules and policies including these Rules of Conduct.

Entering the library implies agreement to abide by these rules and policies while in the library. Failure to do so may result in expulsion from the Library and/or loss of Library privileges. A person who defies an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules and policies is subject to arrest for trespass (New York State Penal Law, Section 140.05)

The following rules are to be observed:

1. No eating food or drinking beverages from outside the library in non-designated areas.
2. No smoking or vaping within 100 feet of any library entrance as per NYS Health Regulations. No smoking within the Library, its entranceways, bathrooms or outdoor spaces.
3. No possession, use, distribution, or being under the influence of recreational drugs or alcohol on library premises. This includes, but is not limited to all library related spaces including restrooms, meeting rooms, hallways, entryways and outdoor areas including the library patio, portico, and parking lots.
4. Sleeping on library floors is prohibited and sleeping on library furniture resulting in a disturbance to others or impeding the use of seating by others within the library is prohibited.
5. No disorderly, disturbing or disruptive behavior on library premises, including offensive personal hygiene, strong odor such as perfume or substances on clothing, body, or materials, use of profanity, excessive and loud noise, or any behavior, which constitutes a nuisance and impedes the public's use and enjoyment of library services and/or library staff ability to provide services.
6. No changing or diapering outside of the dedicated diaper changing areas provided in library restrooms. Disposal of diapers is restricted to dedicated diaper receptacles provided in the library's restrooms.
7. No harassment or threatening of library users or library personnel. No blocking of aisles, exits or service areas.
8. No weapons with the exception of peace officers.

9. No pets, except for service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. ADA compliance does not include emotional support animals. All service animals must be under the full custody and control of their handler at all times while on library property. All service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or would interfere with effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

10. Absence of shirts or shoes is not permitted.

11. No clothing which can reasonably be deemed vulgar, obscene or harassing on library premises.

12. No placing feet or laying across chairs, tables or furnishings.

13. No defacing Library materials, equipment, furniture, fixtures, carpet, bathrooms or space in a destructive, abusive, or potentially damaging manner or in a manner likely to cause personal injury to any person, or in a manner inconsistent with customary use

14. No loitering or soliciting on library premises.

15. No littering or discarding of substances, equipment, or property deemed harmful to staff or patrons on library property.

16. No leaving young children unattended.

17. No conduct compromising the safety or security of library staff and patrons.

18. No disobeying reasonable directives by library employees.

Adopted by the Library Board 12/13/1988 Revised: 01/12/1991 Revised: 08/18/2005 Revised: 11/17/2005 Revised: 01/17/2008 Revised: 03/15/2012 Revised: 05/21/2014 Revised 05/21/2020, Revised 5/20/2021, REVISED 6/17/2021 08/15/2024.



3.15 CONFIDENTIALITY

WILLIAMSON PUBLIC LIBRARY takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, patron lists, patron preferences, and patrons’ personal information.

Confidential Information also includes the Organization’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with WILLIAMSON PUBLIC LIBRARY and as a direct result of your job responsibilities with WILLIAMSON PUBLIC LIBRARY. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees and volunteers may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to the Library Director and or Board.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of WILLIAMSON PUBLIC LIBRARY, may result in disciplinary action, up to and including termination of employment or volunteer service. If you leave the Organization, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

NYS Civil Practice Law & Rules Section 4509

Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

https://newyork.public.law/laws/n.y._civil_practice_law_and_rules_section_4509