

**Library Policy Operating Memorandum 5
Volunteers**

United States Military Academy Library
West Point, NY 10996

22 May 2012

PURPOSE

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

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.

LIBRARY SPONSORSHIP

Library supervisors may at their discretion arrange for volunteers to support the work of library staff.

VOLUNTEER PROGRAM PARAMETERS

- Volunteers report to existing library supervisors.
- Volunteers receive no compensation for time spent or expenses incurred.
- Volunteers receive no academic credit for their services.
- Volunteers are expected to complete all training required by their supervisor.
- Volunteers may be removed from their duties if their work is not satisfactory.
- Volunteers are bound by all library policies.
- Volunteers are representatives of the library and should be guided by the same work and behavior codes as employees.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer.
- Volunteers are not eligible for central post parking privileges.
- Volunteers provide supporting service to library employees and the library mission. They do not perform primary service functions independently in lieu of paid staff.

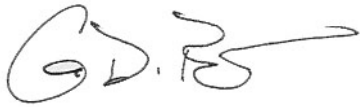
- Volunteers are only eligible to use library resources if they have eligibility under LPOM 3.
- Volunteers work within their sponsoring division. Any work outside their sponsoring division must be done in arrangement with other supervisors.

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 an 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.

EXPIRATION

This policy is enacted on 01 June 2012 and is effective until superseded or rescinded.

A handwritten signature in black ink, appearing to read "C.D. Barth", with a long horizontal stroke extending to the right.

CHRISTOPHER BARTH
Librarian, USMA