BEACON FALLS PUBLIC LIBRARY
VOLUNTEER POLICY

Role of Volunteers

The Beacon Falls public Library welcomes the use of volunteers to enhance library service to the community. Volunteers are defined as, anyone who without compensation, performs a task at the direction of or on behalf of the library. Volunteers generally provide support services to staff and work on special projects.

Selection and Retention of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time. Volunteers may be selected by the Library Director based on a completed volunteer application form and interview. The Library Director and staff shall use their discretion in determining the appropriate use and retention of volunteers.

Special Case Volunteer

The library may choose to accept as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion of programs, corporate volunteer programs and other volunteer referral programs. In these cases, the supervising organization must provide the details and the responsibility of the arrangement under which volunteers would be placed at the library, and the name and telephone number of a contact person within that organization.

Friends of the Beacon Falls Library

The Friends of the Beacon Falls Library is a separate organization which supports the library in many ways, including volunteers. The Friends may recruit volunteers for various activities, including programs, book sales, and special projects. Friends volunteers work under the direction of library staff and/or officers of the Friends.

Training

Volunteers will receive training in their assigned duties from a library staff member and shall work when adequate supervision is available. Work schedules and time commitments will be arranged individually by each volunteer and his or her supervisor.

Time Sheets

Volunteers are asked to confirm their hours with library staff, and to keep an accurate record of the volunteer hours they have worked.

Service at the Discretion of the Library

The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library.. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated to library staff as soon as possible.

EXAMPLES OF LIBRARY VOLUNTEER - JOB DESCRIPTIONS

- Shelves books and materials
- Straightens shelves
- Minor cleaning and repairing of library materials
- Affixing labels
- Assists library staff during programs
- Assists in special projects
- Other basic and routine tasks
- Technology volunteer/specialized computer skills

SKILLS/QUALIFICATIONS

- Ability to speak English and to convey a positive friendly attitude
- Ability to arrange items in numerical and alphabetical order
- Aptitude for neatness and details
- Ability to work cordially with staff, patrons and other volunteers
- Ability to understand and follow written and verbal directions
- Dress and conduct themselves in a professional manner