

# Essex Library Association Policy

## **Role of Volunteers**

The Essex Library Association welcomes and encourages the use of volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

### **Definition of Volunteer:**

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement for legitimate library approved expenses, performs a task at the direction of and on behalf of the library.

### **Selection and Retention of Volunteers:**

Volunteers are selected based on their qualifications and the needs of the library at any given time. Background checks are conducted on all persons who apply to be volunteers. The Library Director and the staff shall use their discretion in determining the appropriate use and retention of volunteers.

### **Training and Supervision:**

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

### **Community Service:**

Persons who seek volunteer assignments at the Essex Library to meet a requirement set by an outside agency for the performance of community service, shall be subject to the above selection process and all other provisions of this policy. The Library does not provide community service opportunities for those who are obligated to perform such service to comply with a court order.

The Library Board of Trustees reserves the right to amend this policy at any time.

Approved by the ELA Board of Trustees 14 March, 2011

## ESSEX LIBRARY VOLUNTEER APPLICATION

The Essex Library values the time and commitment of members of our community who would like to volunteer. Volunteers are vital to our success. By partnering with staff you can help implement our mission and assist in the smooth running of the library.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Over 16 yrs.?  Yes  No If not, School/grade: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_

Phone: \_\_\_\_\_

### AVAILABILITY

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

I would prefer to be scheduled:  Mornings  Afternoons  On call

### VOLUNTEER INTERESTS (check all that apply)

**Shelving:** Returning books to shelves in Dewey Decimal or alphabetical order as appropriate.

**Adopt-a-Shelf:** Includes shelf reading, tidying and organization of an assigned shelf or group or shelves.

**Children's Room:** Shelving, shelf reading, other projects as available.

**Book Mending:** Training is available.

**Other** (please specify): \_\_\_\_\_