

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