

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:

Prospective volunteers are requested to fill out an application and pass pre-volunteer screenings where applicable. Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. Volunteers can be released from volunteer duties at any time at the discretion of the Library. Applicants who are under the age of 18 must also have signed permission from their parent or legal guardian.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

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. Volunteers are expected to act in accordance with library policies and to use positive customer service approaches with all customers.

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 March 27, 2024