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## **JESSE M. SMITH MEMORIAL LIBRARY POLICY ON VOLUNTEERS**

APPROVED BY THE LIBRARY BOARD OF TRUSTEES 9/18/2008

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The Jesse Smith Library recognizes the value of community volunteers in the library setting. They add to the quality of library service and offer an opportunity for members of the community to give back to the library and become spokespersons for the library. In order to use volunteers fairly and efficiently the following policies and procedures shall be followed:

- Volunteers shall never be used to displace the staff required to provide basic and ongoing operations of library services.
- Volunteers must fill out an application form and indicate their availability, areas of interest and length of commitment.
- All duties performed by the volunteer shall be done in the presence of a staff member. If not working under direct supervision, volunteers must undergo a criminal background check.
- Volunteers 17 years and younger must submit a parental permission form.
- Volunteers under the age of 14 years must be accompanied by a supervising adult (not including library staff) at all times unless otherwise agreed upon by the library director and supervising staff. Summer Reading Program volunteers are exempt from this provision.
- Long term and special event volunteers, and those interested in filling community service requirements will all be considered.
- Volunteers 17 years and younger will be considered for court or school ordered disciplinary/community restitution requirements if they are referred through the town's Juvenile Hearing Board (JHB), or through the Middle or High School's guidance departments. In the case of such a referral the following guidelines will apply:
  - Prior to assigning or suggesting service at the library, the JHB or school counselor will contact the library's Director or Assistant Director. The library administration will determine if work exists at the library that will fulfill the applicant's service requirement. Information regarding the nature of the offense will be kept confidential by library administration.
  - After determining that appropriate work exists at the library, the JHB or school counselor will direct the applicant to contact the library for an interview with the Director or her designee.
  - Final determination as to the acceptance of any volunteer and his/her responsibilities will be made by the library administration.
  - At the completion of the assigned hours of service in the library, a written accounting of hours served will be provided, to be signed by the volunteer and the supervisor. Verbal confirmation of hours will not be given.

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- Volunteers 18 years and older who are filling court or school ordered disciplinary/community restitution requirements will not be considered for service at Jesse Smith Library.
- Volunteers who can not agree to and maintain a mutually agreeable schedule of service can not be considered. (No “drop-in” volunteers).
- Library administration has the final say as to acceptance of any volunteer.

The library especially tries to make use of young people who want or need to volunteer. The Summer Reading Program provides the most numerous volunteer opportunities for middle school age and older kids. Children fulfilling religious, scouting, school and other community volunteer requirements as well as adults wanting to do community service will all be considered on a case by case basis.