

West Hartford Public Library POLICY MANUAL

Title: Volunteer Policy

Revised September 22, 2014

- 1. Overall Policy on Utilization of Volunteers :** The library accepts and encourages the involvement of volunteers in the library. All library staff are encouraged to assist in the creation of roles in which volunteers might serve, and to assist in the recruitment of volunteers for the benefit of the community.
- 2. Purpose of Volunteers Policies:** The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.
- 3. 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. A 'volunteer' must be officially accepted and enrolled by the library prior to performance of the task.
- 4. Special Case Volunteers:** The library may also choose to accept as volunteers those participating in student community service or intern projects, alternative sentencing or diversion of programs, corporate volunteer programs, and other volunteer referral programs. In each of 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 the organization.

Students volunteering less than 5 hours in total will be considered temporary volunteers. They will not be required to fill out a volunteer application, permission slip or provide details about their program or project.

- 5. 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 are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours.

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 service relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

- 6. Becoming a Volunteer:** Prospective volunteers are requested to fill out an application form, and may be interviewed by one or more library staff members. Applicants who are under the age of 18 must also have signed permission from their parent or legal guardian.
- 7. Training:** Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the assignment.
- 8. Badges:** Volunteers must wear a badge that identifies them as a volunteer while they are working at the library.
- 9. Time Sheets:** Volunteers are asked to keep a time sheet to accurately record the hours they work each week.
- 10. Staff Areas:** Volunteers may not have access to staff-only areas of the library without direct supervision.
- 11. Scope of Volunteer Involvement:** Volunteers shall not be utilized to displace any paid employees from their positions.

Revised, September 22, 2014.

Approved by the West Hartford Library Board, November 18, 1996