

THAYER MEMORIAL LIBRARY

VOLUNTEER POLICY

Introduction

Volunteers are a valuable asset for any library. In Lancaster, volunteers have been actively serving the Lancaster Town Library since 1862. Volunteers do not replace regular library staff; their efforts support the Library staff. Volunteers contribute important services, at no cost to the Library, through a variety of activities and efforts. The collaboration of volunteers with Library staff creates a community partnership which enables the Library to deliver enhanced services to Library patrons and the Lancaster community.

There are a number of routine and creative tasks available for volunteers. Some will require weekly commitment of two or more hours over many months, other tasks are performed monthly, and still others are special projects of both short and long duration. Not all tasks will be available at all times. Availability depends on the number of volunteers currently working at the Library, the amount of staff time available for training, and the changing needs of the Library.

Volunteers

1. must be residents of Massachusetts
2. will fill out an information form, which will be used by the Library to assure that they are involved in activities appropriate to their skills, experience, and interests.
3. are required to complete a request form for CORI (Criminal Offender Record Information). Volunteer acceptance is dependant on a satisfactory CORI review.
4. will be oriented, trained, supervised, and evaluated on a continual basis concerning those policies and procedures necessary for the activities carried out
5. must make a commitment of at least six 6 weeks and for at least 1 hour per week
6. represent the Library while volunteering and are expected to operate within the stated policies and procedures of the Thayer Memorial Library
7. will not be assigned tasks that would result in a disruption of basic Library services if absent
8. with the exception of the delivery of service to the homebound, will not be assigned tasks that jeopardize the confidentiality of patron records (i.e. direct access to patron files). Such an assignment will only be made with the permission of the affected patron(s)
9. are required to wear identification badges when working in the library
10. under the age of 18 require permission by parent or legal guardian
11. work under the direction of the Library staff and may be relieved of their duties if a problem arises with their performance.

APPROVED BY THE BOARD OF LIBRARY TRUSTEES 07 MAY 2007