

Volunteer Policy

Plumb Memorial Library
Rochester, Massachusetts

The Plumb Memorial Library supports and encourages the use of volunteers to supplement the work done by regular library staff members. Volunteers do not replace regular staff, rather, they allow paid staff members to use their time more effectively and efficiently. Volunteers are accepted at the discretion of the Library Director as needed and appropriate tasks allow.

The library has many tasks appropriate for volunteer staff, which include, without limitation:

1. Shelving library materials and putting them in order
2. Photocopying, collating, stapling, folding, and laminating
3. Helping to maintain the library's collection by covering and repairing books
4. Assisting with youth projects and activities
5. Assisting with adult library programs
6. Weeding, raking, and general grounds maintenance
7. Special projects as available

Volunteers should be aware that while most library tasks do not require any specialized skills, or physical requirements, shelving of books requires very good filing and alphabetizing skills, and is also physically challenging. Volunteers are asked to make us aware of any tasks you do not feel comfortable performing.

Basic guidelines for volunteers to follow:

- The library welcomes volunteers of all ages.
- Volunteers may work only during regular library hours, when the building is open to the public, except at the discretion of the Library Director. Volunteers are not to be alone in the building without staff oversight.
- Volunteers must complete and submit to the Library Director or his/her designee the Volunteer Application and Release and have parent/guardian consent by signing the same if under 18.
- Volunteers are required to attend an orientation with the Library Director.
- Volunteers should be reliable, dependable, and prompt, and give adequate notice of illness or vacation to the Library Director.
- Volunteers over 17 are required to complete a CORI and provide a copy of their driver's license or state ID or other forms of acceptable identification.
- Volunteers must comply with the rules of the library and reflect positive customer service to the public.
- Volunteers should report any safety hazards or injuries immediately to a staff member.
- Volunteers sign in and out each week and wear identification badges indicating they are library volunteers.
- It is expected that a volunteer's dress and grooming be appropriate for representing the library in a public environment and in keeping with his or her work assignment. Socializing with friends during scheduled volunteer time is discouraged.
- Volunteers are reminded that, by law, all patron and computer information in the library is strictly confidential.
- By law, a government agency cannot practice any form of discrimination. All library staff and volunteers must treat all people with dignity and respect. Volunteers should refer all policy questions from the public to a staff member.
- Volunteers must, at all times, comply with the applicable Town and Library policies, as well as all applicable federal, state, and local laws, policies, and regulations.

Volunteer Application

Date_____

Volunteer's Name_____

Address_____

Phone_____

Volunteer Availability:

_____hours per week ____am ____pm

Days Available: ____M ____T ____W ____Th ____F ____S

What category best describes you:

_____Student (under 18) ____Adult (18-55) ____Senior (over 55)

In case of emergency, person to contact:

Name:_____Phone:_____

Relationship to volunteer_____

I acknowledge I have read and agree to adhere to the guidelines detailed in the Volunteer Policy.

Signature of Volunteer

Parent/Guardian Signature (if under 18)

For Library Use Only:

CORI submitted: _____(date)

CORI processed: _____(date)