

## **Avon Free Public Library Volunteer Policy**

### **Volunteers**

The Avon Library welcomes and values the service of volunteers. They provide a wide range of support that complements the work of the library's professional staff. Their role is to assist, not replace, the library's paid employees. As representatives of the library and the Town of Avon they shall adhere to the same work and behavior standards expected of employees.

The library recognizes that many individuals help and support our mission in many ways. For the purpose of this policy, a *volunteer* is defined as someone who performs services directly related to library business, without compensation, at or on behalf of the Avon Library and under the direction of library staff. This policy is not intended to apply to those who offer their time and energy to other organizations, such as the Friends of Avon Library or the Avon Free Public Library Board of Directors.

### **Applications**

Those interested in volunteering will fill out an application which will be kept on file for one year. Applicants will be called upon to serve when a need matches their skills, interests and availability. Background checks will be conducted on volunteers assigned to Homebound Delivery. Volunteers may be asked to wear an identification badge associating them with the library or library-sponsored event.

### **Training**

Once called upon to serve, volunteers will be given training to prepare them for the role they are to play. If for any reason a volunteer is unable to adequately perform his or her assignment, the library will make a good-faith effort to reassign that person to a more suitable position. If none exists, the volunteer's service will come to an end.

### **Scheduling**

Volunteers shall serve during the hours adequate supervision is available. Duration of service and scheduling will be mutually agreed upon, consistent with the needs of the library. The library reserves the right to modify schedules and to terminate volunteers' service when appropriate.

Volunteers are responsible for reporting changes in their availability or interest to the volunteer coordinator or manager of the department to which they are assigned. The volunteer coordinator will be responsible for new-volunteer orientations, assignment of tasks, coordination of projects between departments, recording volunteer hours, annual recognition ceremonies and, if necessary, the termination of a volunteer's service.

### **Court-ordered Community Service**

Court-ordered community service volunteers may be accepted. Volunteers in this category must disclose why they are required to provide community service, the total number of hours of service they are directed to provide, and the deadline for the

completion of their service. They must also comply with all the requirements expected of other volunteers. The library is not required to fulfill any or all of the mandated hours.

**Duties**

Volunteer duties may include, but are not limited to: clerical tasks, including phone and computer work, filing, book labeling and stamping, data entry, shelving books and other materials, transporting books, preparing the library for programs, assisting with craft projects, shelf reading, shifting library materials, maintaining the bulletin board, cleaning, merchandizing, outdoor work on the library grounds, off-site programming and outreach, mailings, historical and preservation assistance, and miscellaneous special projects.