

East Brookfield Public Library

Library Volunteers Policy

The library welcomes responsible volunteers. Volunteers are valued by the library as an important support for paid staff and as a demonstration that residents appreciate the positive impact of the library on the quality of life in East Brookfield. Volunteers are trained for routine, recurring tasks and/or occasional special event. Volunteers do not replace paid staff.

The Volunteer program is the responsibility of the Director, who may assign individual volunteers to specific staff or staff areas for training and tasks.

Volunteer Procedures

Adult volunteers must fill out a volunteer application form and arrange for an interview with the director. A written/verbal description of the program and/or task will be provided at that time.

Volunteers age 18 or older must have a successful Massachusetts CORI (Criminal Offender Record Information) background check. Paperwork to initiate that can be filled out at the time of the interview. Specifics of any applicants criminal record will be treated confidentially by the staff.

Teen Volunteers are particularly valued in the summer months and are mentored by the appropriate staff.

Volunteers in grades 6-12 are considered teen volunteers. A parent must sign the teen volunteer's application to give permission for the child to volunteer in the library. Teen volunteers must fill out a teen volunteer application and return it to the director.

Volunteer tasks may include, but are not limited to processing materials, storytelling, help prepare for programs, maintenance of vertical files and periodicals, organizing hand-outs and bulletin board items, public relations, taking surveys, book buddy to a shut-in.

Date: 4/2016

Adopted by the Trustees of the East Brookfield Public Library