

Burlington Public Library

VOLUNTEER POLICY

(approved 1/8/04)

GENERAL

The Burlington Public 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 Burlington. Volunteers are trained for routine, recurring tasks and/or occasional special events.

The duties of this volunteer work force do not conflict with the collective bargaining agreement. Volunteers serve to enhance library services, not to replace paid staff. Neither Trustee Board members nor other municipal employees shall make or insinuate promises of compensation to volunteers governed by this policy.

ELIGIBILITY

1. Volunteers are selected from the following categories:
 - Adult residents of Burlington and other communities, at the discretion of the Assistant Director.
 - School age students in grade 7 or above. On occasion, at the discretion of library staff, younger children maybe given the opportunity to volunteer for activities suited to their abilities.
 - Court adjudicated individual performing community service.
 - Persons qualified for Burlington Tax Relief.
2. All volunteers shall have a successful Massachusetts CORI (Criminal Offender Record Information) background check, done by the Town of Burlington.

ADVERTISING AND RECRUITING

Both formal and informal means shall be used to recruit and obtain volunteers that represent the community's ethnic, gender and age diversities.

RECOGNITION AND AWARDS

Volunteers may receive public recognition.

Individual awards, if any, shall be predicated upon:

- Hours of service
- Outstanding/distinguished duty performance(s)

SUPERVISION AND RESPONSIBILITIES

The adult volunteer program is the responsibility of the Assistant Director, who may assign individual volunteers to specific staff or departments for training and supervision.

Teen volunteers are supervised by the Youth Services staff.

All volunteers are to receive training in their duties and responsibilities and are then to be supervised in their work by a staff member. Volunteers are never assigned to work with children without direct, continuous staff supervision.

Volunteer orientation will include the following topics:

- Physical risk
- Safeguarding personal property
- Confidentiality
- Identification badges
- Employment consideration
- Personal use of telephone

Volunteer work schedules and hours are negotiable. Hours are recorded for recognition, awards, and personnel needs assessment.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy annually.