



Volunteer Policy

The Hampshire County Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services.

To encourage volunteerism and to ensure a positive experience at the library, the library will:

- Provide a staff person designated to administer the volunteer program
- Provide written procedures for all volunteer tasks
- Strive to ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Maintain accurate volunteer data, including hours worked
- Exhibit the library's appreciation for work performed through a regular recognition program

Volunteers are expected to conduct themselves as if employed by the library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

Volunteers can be released from volunteer duties at any time at the discretion of the Library. The library may not accept every volunteer application.

Volunteers **may not** perform activities that involve confidential patron information including, but not limited to, checking items in and out, assisting patrons on the computer, and/or spend unnecessary amounts of time in the staff office or behind the reference desk.

Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in places of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants.

Individuals interested in volunteering at the library must fill out an application and a waiver form. Candidates will be accepted based on the library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process.