

## VOLUNTEER POLICY

### **PURPOSE:**

Volunteering for the Georgetown Peabody Library can be a rewarding and exciting experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

The following lists some of the tasks volunteers perform:

- Shelf maintenance: straightening, shelf reading, shifting books, cleaning shelves
- Preparing children's crafts such as cutting, pasting, etc.
- Photocopying, collating, folding, stapling
- Weeding and watering the plants
- Special projects as assigned

### **POLICY:**

Volunteers help Georgetown Peabody Library expand and enrich its services. Volunteer service is performed with guidance and support from the staff. Volunteers will not be used to replace the work done by paid Library staff. Volunteers must be at least 13 years of age and those under the age of 18 must have parental approval and cannot work more than two (2) hours per day.

The volunteer program serves the needs throughout all Library departments and services. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

### **RESPONSIBILITIES AND TRAINING:**

We ask that volunteers be reliable in their commitment to the Library and notify the Library in advance if they are unable to work their regularly scheduled shift. In turn, volunteers will be notified immediately on any given day when the Library opens late or closes early for any reason.

Volunteers are required to sign in and out on the Library's Volunteer Time Sheet each day in order for the Library to keep an accurate record of volunteer hours.

Volunteers will receive specific training in their assigned duties. All reasonable care will be taken to ensure the safety of volunteers and to make sure the volunteer feels comfortable in their assignment.

Prospective volunteers must submit a [Volunteer Application Form](#) and a completed CORI form if over the age of 18 in order to be considered.

Please contact the Library at 978-352-5728 if you have any questions.