

## **Northborough Free Library Volunteer Policy**

The Northborough Free Library welcomes members of the community to volunteer their time and talents to expand and enhance library services. Volunteers are generally assigned a project or task within a specific department of the library depending on need, availability and personal ability. Volunteers supplement but do not replace the work done by library employees. Volunteers are expected to act in accordance with library policies and to reflect positive customer services attitudes to all library patrons and staff.

### **Application Procedure:**

1. Interested parties must complete a Volunteer Application (available at all service desks), as well as on our website at [www.northboroughlibrary.org](http://www.northboroughlibrary.org).
2. Library staff will review the application and the applicant will be contacted by the volunteer coordinator or department head in a timely manner.
3. An interview may be scheduled with the volunteer coordinator and department head.
4. A CORI application must be completed (Chapter 6 Sec. 172C) and approved before the volunteer work can begin.

**Selection of Volunteers:** Volunteers are selected based on their qualifications and availability in relation to the needs of the library at any given time. Selection of volunteers is the responsibility of library department heads and/or the Library Director.

**Schedules:** Volunteers must make a time commitment and set up a consistent schedule agreed upon by the department head and volunteer coordinator. Upon arrival they must sign in at the service desk where assigned and upon leaving must sign out recording their hours. Hours will be reviewed and monitored by the volunteer coordinator and reported to the Library Director on an annual basis.

**Training and Supervision:** The volunteer coordinator will arrange specific training with the appropriate staff person who will supervise their work. All training must be done satisfactorily before the volunteer's service begins.

**Child/Teen Volunteers:** There are some volunteer opportunities at the library for children/teens going into grade 6 and up. The majority of these opportunities are in the

summer assisting with the summer reading program. There may be year round opportunities for older students if a time commitment can be made and there is a need at the library. Please note, preference will be given to students who reside in Northborough, whether they are students in Northborough Public Schools or at other schools in the vicinity of Northborough. Children/teens need to fill out a volunteer application and a parent or guardian must give their written consent and contact information.

**Regulations:**

- The Library Director reserves the right to dismiss any volunteer without cause.
- Preference will be given to applicants who reside in the town of Northborough and students who attend the Northborough/Southborough Schools.
- Court appointed community service volunteers should consult with the Library Director concerning their community service requirements to see if a good volunteer match exists.

**Friends of the Northborough Library, Inc.:**

Any interested volunteer who would like to work with the Friends of the Northborough Library, which supports the mission of the Northborough Free Library by raising funds for some of our programs and services, should contact the Friends directly at [friendsoflibrary@northboroughlibrary.org](mailto:friendsoflibrary@northboroughlibrary.org). A representative of the Friends will contact you to discuss your interest in volunteering.