

Volunteer Policy

Purpose:

Volunteers, young and old, members of the Avon community, support and enhance the work of the library's professional staff and enrich the programs and services they provide. This policy provides a framework for their involvement and is intended to help make it a meaningful, productive experience. Volunteers represent the heart of our community.

Scope:

This policy applies solely to the management, staff, and volunteers of the library. The Friends of the Avon Library, a non-profit organization devoted to supporting the library, and the library's Board of Directors, are separate entities and do not fall within its purview.

Key Definitions:

A library volunteer is defined as an individual who assists with the work of the library under the direction of library staff without promise, expectation or receipt of compensation for services rendered.

Roles and Responsibilities:

Library managers are responsible for overseeing volunteers within their respective departments. A designated volunteer coordinator is responsible for gathering volunteer applications, work assignments, coordination of projects between departments, tallying volunteer hours, and annual recognition ceremonies.

Since volunteers are perceived by the public as representatives of the library, they will be guided by the same work and behavioral standards as paid staff. Their role is to assist, not replace, the library's paid employees. Volunteers are responsible for recording their volunteer hours worked and reporting changes in their availability or interest in serving to the manager of the department to which they are assigned or the volunteer coordinator.

Procedures:

1. **Applications:** Prospective volunteers are required to complete one of two application forms available on the library's website: one for adults, the other for teens in grade seven or above interested in volunteering in the teen room. If there are not suitable volunteer opportunities available, applications will be kept on file for one year. Applicants will be called upon to serve when the needs of the library match their skills, interests and availability.

2. **Training:** Once called upon to serve, volunteers will be given training to prepare them for their role. Volunteers may be asked to wear an identification badge associating them with the library or library-sponsored event. If for any reason a volunteer is unable to adequately perform their assignment, the library will make a good faith effort to reassign that person to a more suitable position. If none exists, the volunteer's service will end.
3. **Scheduling:** Volunteers are scheduled to serve when adequate supervision is available. Schedules will be mutually agreed upon consistent with the needs of the library. The library reserves the right to modify schedules and to terminate volunteers' service when appropriate.
4. **Court-Ordered Community Service:** The library will consider accepting court-ordered community service volunteers. Those individuals must disclose why they are required to provide community service, the total number of hours of service they are directed to provide, and the deadline for the completion of their service. The Library is not required to fulfill any or all of the mandated hours.
5. **Recognition and Stipends:** In recognition of the vital role that volunteers play in the library's mission, the volunteer coordinator may occasionally provide volunteers with non-monetary tokens of appreciation with a value no greater than \$50. A cash honorarium, approved in advance by the library director, may be considered for individuals providing specialized, professional services to the library on a volunteer basis.

Location: The policy and application forms are housed on the AFPL Website,

<https://www.avonctlibrary.info/policies/>

<https://www.avonctlibrary.info/volunteer-application/>

<https://www.avonctlibrary.info/for-teens/teen-volunteer-application/>

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