

Ventress Memorial Library Volunteer Policy

The Ventress Memorial Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and work on special projects. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

Selection of Volunteers*

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. A typical volunteer shift is two hours, but may be shorter or longer depending upon the assignment.

Prospective volunteers over the age of 18 are requested to submit a Volunteer Application Form. Applicants in grades 6-12 should submit a Young Adult Application Form. Please submit all application materials to the Library Director.

***Please Note:** The library cannot accept "drop in" volunteers. Volunteering requires a consistent schedule, training, and preparation of assignment.

Responsibilities and Training

The library depends on its volunteers for a wide variety of tasks. 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.

In order that the library may keep an accurate record of volunteer hours, volunteers are required to sign in on the library's Volunteer Time Sheet each day.

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.

**Ventress Memorial Library
Young Adult Volunteer Application**

Volunteer Name: _____

Street Address: _____

Town and Zip: _____

Phone Number: _____

School: _____ Grade: _____

Date of Birth: _____ Date I wish to start: _____

In Case of Emergency, whom should we call? _____

Relationship to volunteer: _____

Home: _____ Cell: _____

Work: _____

Any other information we should know about you? Allergies, etc...

Please indicate your goal:

___ To volunteer in the Ventress Memorial Library (VML)

___ To fulfill a requirement. How many hours are required? _____

When do they need completed by? _____

Please list times you are available to volunteer (list three times & indicate 1st, 2nd & 3rd choices)

Monday	Tuesday	Wednesday
Thursday	Friday	Saturday

I have read these duties and, if my application is accepted, I agree to help the library in whatever needs to be done. I understand that if I cannot make an assigned volunteer day or time I will contact the library at (781) 834-5535. I also understand that if for any reason things do not work out, the librarian reserves the right to end this service.

Signed: _____

I understand that my child is interested in volunteering at the Ventress Memorial Library. He/She has my permission to participate in the above events.

Signed: _____

What to expect...

As a Volunteer:

- ◆ Volunteer 1-2 hours each week in the library (there is the possibility of more hours, but this is a baseline)
- ◆ Shelf Read (go to a section of the library, for ex. Teen A-D ,and make sure they are in order by author & title)
- ◆ Shelving
- ◆ Check CD/DVD to determine if discs need cleaning
- ◆ Clean CDs/DVDs
- ◆ Prepare crafts for Youth Services programs
- ◆ Assist with supervising Children's Programming as needed.
- ◆ Special tasks as assigned by library staff

Please note, we will show you the ropes and make sure you know what is expected. If you're unsure of what is meant by shelving or shelf reading, don't worry, we'll teach you!

If you would like more information or have questions please contact Young Adult Librarian Charlie, in the library, by phone 781-834-5535 or by email cgluck@ocln.org