

Volunteer Policy

The Conant Public Library welcomes volunteers to help out with specific projects under the aegis of the Library Director and Board of Trustees. Individuals wishing to volunteer must fill out a volunteer form at the Town Hall and bring a copy to the library to be kept on file with other personnel records. Volunteers must be at least 16 years of age and under the supervision of an adult. Any volunteer 18 years of age or older and working with children must pass a criminal background check.

Volunteers sign up in advance with the Library Director for the times when they are available to volunteer. Note: Regularly scheduled shifts are preferred. Volunteer work must be done during the library's regularly scheduled hours or at times when the Library Director is on site. In the case of special projects that take place off-site (such as a book sale), volunteers may work under the supervision of a Trustee or Trustees.

Approved 3/2022

Library Policy Regarding Volunteers in Programs Involving Minors

Adults participating in, or facilitating, a recurring or continuing program that involves any minor unaccompanied by a parent or guardian at the library must have a satisfactory background check. Any such meetings must be held in public spaces that can be easily supervised by library staff.

Approved 01/2018

Key Policy

Access to Conant Public Library keys and the code to the library key lock box is restricted to library employees and Trustees. A library key will be kept in the Town Hall office of the Town Administrator to be used by town or library employees or library Trustees only in case of emergency. This key is not to be loaned out to library volunteers or members of the public.

Approved 3/2022

Temporary Research Policy

It is the aim of the Board of Directors of the Conant Public Library to make the historic artifacts and resources on the second floor of the library available to the citizens of Winchester for research and enrichment. However, until the second floor of the Conant Public Library can be safely opened to the public, there will be limited access to the records and artifacts stored there. In the meantime, members of the public doing research who wish to use resources stored on the second floor should contact the Library Director for permission. The Director may decide to grant access if either the Director or Assistant Director is available to supervise. Alternatively, the Director may bring resources down to the first floor to be examined if practicable. At various times, certain resources will be off limits to the public temporarily due to work being done on the second floor.

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