

## **Canaan Town Library Volunteer Policy**

Volunteers are important to the success of the Canaan Town Library and to the delivery of its services to the citizens of Canaan. The Canaan Town Library values the time and commitment of citizens who volunteer. Volunteers help, under the direction of staff, to provide support in implementing the mission and programs of the library.

Prospective volunteers must fill out a Canaan Town Library Volunteer Application and submit the names and phone numbers of two local references. If the volunteer's qualifications, skills, and schedule match an available volunteer position at the Library, the volunteer will be interviewed. Placement of an applicant may not always be possible. Applications not matching any current volunteer openings will be kept in a Resource File for one year and that volunteer may be called if a position becomes available.

Volunteers are asked to work on projects that are supportive of staff efforts. Examples include: shelving or moving books and materials, shelf reading, book covering, book repair, children's craft preparations, light cleaning work, such as dusting, or other special projects.

The Canaan Town Library uses volunteers to supplement and complement, but not to replace; the efforts of paid library staff in meeting demands for quality public service. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the library's ability to operate if a volunteer failed to report to work. The staff of the Canaan Town Library aims to give volunteers meaningful responsibilities, appropriate orientation and training, effective supervision and recognition.

Due to the time and costs involved in adding volunteers to the staff, volunteers are asked to commit to a minimum of 3 hours weekly. The librarian will schedule these hours with the assistance of the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. The Library reserves the right to terminate the services of the volunteer at any time due to workload changes, lack of skills needed, attendance problems, or other performance or conduct issues.