

POLICY ON VOLUNTEERS
WEST HARTFORD PUBLIC LIBRARY

1. OVERALL POLICY ON UTILIZATION OF VOLUNTEERS

One way to achieve the goals of the West Hartford Public Library is through the active participation of citizens of the community. To this end, the library accepts and encourages the involvement of volunteers in the library. All library staff are encouraged to assist in the creation of roles in which volunteers might serve and to assist in the recruitment of volunteers from the community.

2. PURPOSE OF VOLUNTEER POLICIES

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The library reserves the exclusive right to change any of these policies at anytime and to expect adherence to the changed policy.

3. SCOPE OF VOLUNTEER POLICIES

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken by the library and to all divisions and sites of operation of the library.

4. DEFINITION OF VOLUNTEER

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement for legitimate library-approved expenses, performs a task at the direction of and on behalf of the library. A 'volunteer' must be officially accepted and enrolled by the library prior to performance of the task.

5. SPECIAL CASE VOLUNTEERS

The library also accept as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, the supervising organization must provide the details and the responsibility of the arrangement under which volunteers would be placed at the library, and the name and telephone number of a contact person within the organization.

6. SERVICE AT THE DISCRETION OF THE LIBRARY

The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

7. TRAINING

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the assignment.

8. SCOPE OF VOLUNTEER INVOLVEMENT

Volunteers shall not be utilized to displace any paid employees from their positions.

Approved by the West Hartford Library Board
November 18, 1996