

West Hartford Public Library

Policy Manual

Title: Volunteer Policy

Revised July 22, 2019

The West Hartford Public Library welcomes volunteers who provide support that complements the work of the library's paid staff. As representatives of the library and the Town of West Hartford, volunteers shall adhere to the same work and behavior standards expected of employees.

A Library 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. Volunteers shall not be utilized to displace any paid employees from their positions. Volunteers must wear a badge that identifies them as a volunteer while they are working at the library.

Individuals interested in volunteering at the Library must fill out an application form and be accepted as a volunteer which may include participation in volunteer training. Applicants who are under the age of 18 must also have signed permission from their parent or legal guardian.

The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.

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 service relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteers may not have access to staff-only areas of library buildings without direct supervision, perform activities that could reveal confidential patron information, or use the staff interface of the integrated library system (ILS). Volunteers may be required to sign a Volunteer Confidentiality Statement.