

## **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. Appropriate dress is required when volunteering.

### **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.

### **CORI Requirement**

In order to promote security for library patrons, prior to beginning as a volunteer, all applicants over the age of 18, except for those in the Senior Property Tax program, are required to undergo a Criminal Offender Records Information (CORI) check as a final step in the volunteer screening process. In order to complete this process, applicants must bring a driver's license or a passport to the library where they will be provided with a copy of the Ventress Memorial Library CORI Policy and a CORI acknowledgement form to fill out.

Approved by Board of Trustees, November 16, 2016 (amended March 22, 2019)