

Policy: 431
Subject: Volunteers
Reviewed: 08/23/2012
Approved: 03/08/1993
Revised: 12/18/2012

- 1) The Milford Public Library encourages individual citizens or groups to volunteer their services to aid in the operation of the library.
- 2) Volunteers between the ages of 14 and 18 and who are completing school required or community service organization driven volunteer activities are invited to fill in a volunteer application. (FORM 431). Adult volunteers are encouraged to contact the Friends of the Milford Public Library to seek volunteer opportunities. Court ordered community service volunteers will not be considered for volunteer work at the Milford Public Library at this time.
- 3) A library volunteer is defined as an individual between the ages of 14 and 18 who contributes time, energy and talents to supplement the mission of the Milford Public Library, and is not a paid member of library staff or paid with library funds. Volunteer work is considered a complement to work completed by paid library staff and not as a substitute for the work of library employees.
- 4) The Milford Public Library reserves the right to refuse volunteer service for reasons including but not limited to: staff time constraints, availability of volunteer duties, and suitability of the volunteer in question.
- 5) Volunteers are responsible for adhering to the library's Quality Service Policy (Policy 400) and for completing any required volunteer service hours. Volunteers will sign in and out of the volunteer time log and will notify their supervisor or the Volunteer Coordinator of any lateness or absences. Volunteers are also expected to adhere to the expectations on personal appearance as is stated in the Student Assistant Manual.
- 6) The library will provide the volunteer with a tour of the library facility, a nametag stating that the volunteer is working in a volunteer capacity, and training on volunteer duties. Volunteers are not expected to engage with the public, but will be encouraged to be friendly and polite to library patrons and guide patrons to the appropriate staff member for help.
- 7) A list of volunteer duties is attached. This list should not be considered exhaustive and may include additional duties as required.

Milford Public Library
Volunteer Duties List

This list should not to be considered exhaustive, other duties may be assigned as needed.

Shelf dusting/cleaning

Shelf reading

Clean display cabinets

Dust computer monitors

Disinfect/Clean computer keyboards and mice

Chop paper

Collect recycling

Sharpen pencils

Fill pencil cups

Community Room setup

Craft preparation/Nametag preparation

Checking/Cleaning CDs or DVDs

Shelving of materials in absence of, or as a complement to, paid student assistants

Clerical duties

Sorting/organizing circulating magazines