

Community Volunteer Policy

Policy Background

The Granby Public Library accepts and utilizes volunteers to enhance public library services within the community. Granby residents interested in working at the Library as a volunteer for an ongoing service period or for a limited period of time for school or workplace community service requirements are eligible to apply.

General Information

Community Volunteers provide support services to the staff and/or work on special projects or programs on an as-needed basis. All volunteer assignments will be conducted under the supervision of Library staff. Because staff time is required to train and supervise community volunteers, the Director of Library Services has the discretion to accept or reject applicants based on the needs of the Library.

Policy

All Community Volunteers are required to fill out a Community Volunteer Application and be willing to be the subject of a background check.

Community Volunteers are accepted by the Library based upon their qualifications for library work, their availability for service hours, and the need for assistance within the Library branches at the time of application. Volunteers who have special talents and skills are encouraged to share them with the Library staff to further enrich the Library's programs and resources. In addition, volunteers who are willing to drive their own vehicles on behalf of the Library as part of their service must show a valid driver's license and proof of automobile insurance prior to serving in that capacity.

Volunteers are trained by, work with, and take direction from an assigned library staff member who is responsible for their work. Work schedules and specific time commitments will be arranged by each volunteer and their supervisor. Work will be scheduled during hours when adequate supervision is available. If needed, the supervising staff member may also recommend removal of a volunteer from service.

Volunteers will be provided with and will wear badges identifying them as volunteers while working in public areas. They will record the number of hours worked at the end of each volunteer period.

Community Volunteers may be dismissed if they do not adhere to the assigned schedule or at the discretion of the Director of Library Services.

A copy of the Community Volunteer Handbook will be provided to each volunteer at the beginning of their service period, and all volunteers are expected to sign the Community Volunteer Code of Conduct before beginning their first assignment.

*Adopted by the Granby Library Board January 17, 1995
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