

VOLUNTEER POLICY

Falmouth Public Library

The Falmouth Public Library Volunteer Program encourages individuals to volunteer to expand and enhance library 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. Volunteer applicants will be interviewed and selected according to the available jobs, the availability of proper supervision by a department head, and the skill levels of the volunteer candidate.

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 Note:** The library cannot accept "drop in" volunteers. Volunteering requires a consistent schedule, training, and preparation of assignment.

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.

A typical volunteer shift is two hours, but may be shorter or longer depending upon the assignment. 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 are not assigned to tasks in place of paid staff; the work of volunteers supplements and does not replace that of paid employees. 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

Per Chapter 385 of the Massachusetts General Laws, Section 172H, "...any entity or organization primarily engaged in providing activities or programs to children 18 years of

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age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer. Any entity or organization obtaining information under this section shall not disseminate such information for any purpose other than to further the protection of children.” The Falmouth Public Library reserves the right to require a CORI check of other applicants for volunteer positions.

Community Service

Persons who seek volunteer assignments at the Falmouth Public Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Volunteer Application forms may be emailed or delivered to the library:

Office of the Assistant Director, Falmouth Public Library, 300 Main Street, Falmouth, MA 02540

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