

Sutton Free Public Library

Volunteer Policy

The Sutton Free Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are chosen according to the tasks needing to be done, the availability of proper supervision by a library employee and the skills of the volunteer candidate. All volunteers are required to fill out a Volunteer Application Form. Volunteers under age eighteen must have the approval of a parent or legal guardian.

When performing library duties, volunteers must act in accordance with library policy and standards. The library director or employee will assign volunteers to tasks for which they are judged to be suitable and make available necessary training and information. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full or part-time staff. The library director reserves the right not to schedule people to work as volunteers.

Volunteers are encouraged to have a regular schedule when possible. Individuals are expected to notify the library of intended absences and may have their work modified or adjusted to fit library requirements. As with paid staff, volunteers shall understand that their demeanor, deportment and productivity reflect upon the image of the greater library as a whole. Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift. The association between the volunteer and the library may be terminated by either party at any time and for any lawful reason. If a paid library position opens, volunteer applicants shall be evaluated on the same criteria as other applicants.

The Library is unable to provide liability insurance for volunteers, and volunteers are not eligible for workman's compensation or other legal protections or benefits given to paid employees. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to the library director or staff member in charge. Volunteers should also notify their supervisor of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly the library director or staff member in charge.

All volunteers, employees, and supervisors, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, patrons, employees and

supervisors. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the library director or staff member in charge.

Volunteer Opportunities:

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times.

- Shelve books and other materials
- Dust books and shelves
- Shelf Read
- Clean materials
- Help with programs and projects
- Process new materials
- Garden projects or maintenance
- Clerical tasks

The Friends of the Sutton Free Public Library is a volunteer organization established as a 501 (c) (3). A Board of Directors sets their policies and oversees their operations and expenditures. The Board or its designees is responsible for their volunteers. If a problem arises with one of their volunteers violating this policy, the library director will take the issue to the Friends' Board for action.

Disagreements concerning any aspect of this policy may be appealed to the Sutton Free Public Library Board of Trustees.

Approved by the Board of Trustees March 25, 2013