

VOLUNTEERS

General Policy

The Needham Public Library Board of Trustees subscribes to the concept of using volunteers in the library, as an enhancement for the library's programs and not as a replacement for paid employees. Volunteers can provide valuable assistance; however, they are not a substitute for paid staff in a library any more than they are in a museum, hospital, or other public service institution.

The Board of Library Trustees values the library volunteers for their dedication, enthusiasm, and for the valuable work they perform in support of the library.

It recognizes that the same good management rules and principles used in general library administration shall be applied to volunteer workers.

The Board encourages periodic review by the Library Coordinator and library staff of the volunteer program, with a report submitted to the Trustees on an annual or semiannual basis.

Specific Policies

1. Volunteers will not be assigned to tasks that would result in a disruption in service, if the volunteer is absent.
2. Paid staff should never be pressured to "volunteer" their time.
3. Trustees should not be expected to volunteer, as such close involvement in the day-to-day activities of the library can interfere with the objectivity which is their unique and highly important contribution to the library.
4. Volunteers may feel free to apply for any paid position in the library, but they should be aware that being a volunteer does not make them automatically eligible and that other candidates must be considered.
5. It is recognized that making effective use of volunteers requires considerable staff time and effort and, therefore, each job description will have a maximum number of volunteers that can be utilized by the present number of library staff.
6. Following library hiring practices, volunteers for the Adult and Young Adult sections of the library must be 16 years of age or older. Volunteers in the Children's Room who work short-term on specific projects, such as the STEAM program, may be younger.

Approved November 1993,
Amended March 21, 2018

VOLUNTEER JOB DESCRIPTIONS

Book Mending

Under the direction of the Assistant Cataloger

Duties: General book mending

Replace plastic covers

Mend torn pages

Glue or tape in loose pages

Glue loose bindings, where possible

Specialized tasks (if person capable)

Hinges

New backs

Volunteer must have a degree of manual dexterity and be a neat, detail-oriented person. Book mending is an exacting task that, if done properly, can extend indefinitely the life of a book. If done improperly, mending can do more harm than good.

Book Processing

Under the direction of the Assistant Cataloger

Duties: Preparing new books for circulation

Cover--plastic see-through

Stamp top of book

Glue in book plate (or use name and address stamp)

Cover paperbacks with sticky-back see-through plastic

Volunteer can do a portion of above or all of it, depending on his/her skill level. These tasks require manual dexterity and are best done by a detail-oriented, neat, accurate person.

5 PERSON MAXIMUM AT ONE TIME: HOURS TO BE ARRANGED

Under the direction of the Circulation Supervisor

Duties: Shelve books in New Book Area
 Place paperback books on shelves
 File reserved items on reserve shelves
 Fold informational flyers

VOLUNTEER DOES NOT CHECK MATERIALS IN OR OUT!

Volunteer must be able to stand on his/her feet for however long he/she works at circulation desk and also be able to push full book truck to book stacks.

1 PERSON MAXIMUM AT A TIME; HOURS TO BE ARRANGED

Page

Under the direction of the Assistant Director

Duties: Shelve books
 Straighten book shelves
 Put book shelves in order

Volunteer must be able to go up and down stairs many times while scheduled. He/she must be able to push a loaded book truck (50-60 pounds) and be able to stoop, bend, and reach in order to shelve books.

5 PERSON MAXIMUM

HOURS TO BE ARRANGED

Reference Department

Under the direction of the Reference Supervisor

Duties: Work on special projects that require neatness and accuracy

Person must be neat, orderly, and accurate.

1 PERSON MAXIMUM

**HOURS DEPEND ON AVAILABILITY OF A
PROJECT**

Archives

Under the direction of the Archives/Technology Specialist

Duties: Work on Special projects

Ideally, person should have previous archival experience and be neat, orderly, and accurate.

1 PERSON MAXIMUM

HOURS DEPEND ON AVAILABILITY OF A
PROJECT

DATE:

NAME:

ADDRESS:

EMAIL ADDRESS:

PHONE:

EDUCATION:

EMPLOYMENT:

SPECIAL SKILLS:

VOLUNTEER EXPERIENCE:

FAVORITE VOLUNTEER EXPERIENCE

Are you available to volunteer all year?
If not, what times would you be unavailable?

Please contact the library's Assistant Director (455-7559 x203) for an appointment for an interview to discuss the volunteer job which interests you.