

Policy: Volunteers**Approved: 10/15/08****Amended: 11/17/16, 11/15/18****Reviewed: 11/17/16, 11/15/18**

Volunteers can be affiliated with the Library

- by appointment to the Library Board of trustees;
- by appointment to one of the Board's committees or subcommittees;
- by appointment to the Bristol Public Library Foundation
- through membership in either the Friends of the Bristol Public Library or the Friends of the Avoca Branch Library; or
- by applying for and being placed as a volunteer worker in the Library for various programs and/or to assist Library staff with day-to-day tasks.

Volunteers provide a valuable service to the Library in many different ways. Certain volunteers are responsible for the Library's governance; volunteers provide vital input for program planning; volunteers perform much needed advocacy on behalf of the Library; and volunteers supplement the regular Library staff by performing tasks needed for the effective, day-to-day operation of the Library.

A record of time contributed by all volunteers in whatever capacity will be maintained by Library staff for record-keeping and reporting purposes.

All individuals wishing to participate as a volunteer in a Library program are required to fill out an application form that will help the staff assess their skills and interests for the purpose of placement in an appropriate Library program or activity. Some volunteer assignments might require a background check, which could include anything from a letter of reference all the way to an official criminal background check, depending upon the assignment. Type of required documentation will be determined by the Director or, when a director is not available, Interim Director. Once a placement is made, volunteers will be given an orientation and training by Library staff.

Volunteers engaged in work for a Library program will be supervised by Library staff. These volunteers will be identified with a badge or a name tag provided by the Library. They should dress appropriately for the work they are doing. Volunteers doing the work of the Library represent the Library while they are volunteering and are responsible for presenting a positive image to the public. All policies and procedures governing Library work apply to volunteers as well as to staff.

Volunteers will be recognized annually by the Bristol Public Library Board of Trustees during National Library Week in April.