



## **Volunteer Policy**

### **Purpose & Scope**

The Wallingford Public Library uses volunteers to enhance public service to the community. Volunteers provide important support services to the staff and/or work on special projects for the Board of Managers. This policy provides a framework for volunteer involvement and is intended to help make it a meaningful, productive experience.

### **Role & Responsibilities**

Volunteers are selected based upon their qualifications, availability, and the needs of the library at any given time, preference will be given to applicants who live and/or work in Wallingford. Student volunteers must at least be in Grade 9 or 13 years old. Volunteers work with, are trained, and supervised by library staff and/or other experienced volunteers. Volunteer work schedules and time commitments are arranged between volunteer and their supervisor. Those who are unable to meet a scheduled work assignment should inform the supervisor in advance. Volunteers are perceived by the public as representatives of the library, therefore they will be guided by the same work and behaviors as paid staff. Their role is to assist, not replace, the library's paid employees.

Supervisors of volunteers may be library staff and/or experienced volunteers. Supervisors are responsible for leading volunteers and ensuring that the volunteers' work is satisfactory. Library staff may reassign or dismiss a volunteer if their duties have not been performed satisfactorily.

The volunteer coordinator is the library staff member responsible for gathering and reviewing volunteer applications, scheduling work assignments, coordinating projects with staff and volunteer supervisors, tallying volunteer hours, signing community service forms, and arranging annual recognition ceremonies.

Library staff and board members may establish job descriptions and applications for volunteers as needed.

Unfortunately, WPL is not able to accommodate court-mandated service.

### **Background Checks**

A State of Connecticut criminal background check is required for all adult volunteers who may work directly with minors in an unsupervised setting. A State of Connecticut Motor Vehicles background check is required for all volunteers who use their personal vehicles for library business. Prospective volunteers must submit the information required for the library to conduct the background check. Volunteer assignments will not begin until the background check is complete.

*Approved by the Board of Managers, May 18, 1998.*

*Revised and adopted January 26, 2009, February 28, 2022, March 23, 2026.*