



Mattituck-Laurel Library Volunteer Policy

The Mattituck-Laurel Library believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the Library Director. Changes must be obtained in advance, in writing, and approved by the Library Director. Issues not covered by this policy shall be resolved by the Library Director and, if needed the Board of Trustees.

Definition of “Volunteer”

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 13 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library’s discretion.

No volunteer will be eligible for medical, health, accident, or worker’s compensation benefits.

Supervision

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work, and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training

All volunteers will receive a general orientation on the purpose of the Library, the program they will be working with and a tour of the Library.

Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

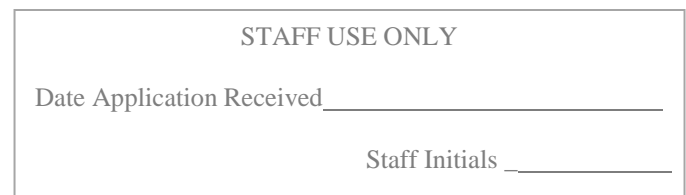
Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Adopted 8/8/2022



Volunteer Application & Code of Conduct

The Library considers volunteers without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, or any other legally protected basis, in accordance with applicable federal, state or local law.

-- PLEASE PRINT --		
Preferred Department to Volunteer in		Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> Inquiry <input type="checkbox"/> Library Website <input type="checkbox"/> Other _____		

Last Name		First Name		Middle Initial	
Street Address		City		State	Zip Code
Telephone Number(s)			Email		

Volunteers under 18 years must obtain parent/guardian consent. (You must be at least age 13 to volunteer).	Are you over 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a student?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Employer_____ Current Occupation_____		

Why do you want to volunteer?

For each day, indicate times you are available to complete a two or three hour shift:

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
Sunday (September – June)	

Education: indicate the highest grade completed. If you have college experience, indicate so in years.

--

Specialized Skills *Check skills and/or equipment.*

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> MAC
<input type="checkbox"/> PC	<input type="checkbox"/> Email	<input type="checkbox"/> Photocopier	<input type="checkbox"/> Audiovisual equipment
<input type="checkbox"/> Other			

Are there duties you do not wish to perform?

--

Please provide a personal or professional reference

First Name	Last Name
Telephone/Email	

In case of emergency, notify

Name
Telephone
Relationship

Volunteer's Statement

By submitting this form, I authorize Mattituck-Laurel Library to make inquiry as to my experience and character, and to certify that all statements made on this application are true.

I understand that there is no compensation for volunteer services at Mattituck-Laurel Library.

Code of Conduct for MLL Volunteers

Thank you for your cooperation in respecting the following important guidelines:

I. As a volunteer, your role and responsibilities in the library are unique.

- i. Understand that your role is a supportive one. Library employees oversee all library programs and supervise volunteer activities. You should not be left in charge of a section in the library.
- ii. Remember MLL volunteers are only permitted to work with customers on library property and under the supervision of library staff.
- iii. Maintain confidentiality of all proprietary or privileged information to which you are exposed while serving as a volunteer, whether this information involves a single employee, volunteer, customer or involves overall MLL business.
- iv. Use good judgment and avoid any compromising situations: work in an area with other people at all times, especially when working with children.
- v. Speak on behalf of MLL in a public forum only if specifically authorized to so by MLL.
- vi. Follow MLL policies and guidelines.

II. Take Pride in Being Professional.

- i. Maintain a constructive attitude, high standards of ethical conduct and integrity, and avoid the appearance of or actual conflicts of interest.
- ii. Be prompt and consistent in your attendance. Librarians depend on volunteers and plan their work accordingly. Customers depend on volunteers even more.
- iii. Notify your library supervisor as soon as possible if you must be late, or absent.
- iv. Keep an accurate record of your attendance by signing in and out each day you volunteer.
- v. Establish and maintain good and frequent communication with your library supervisor.
- vi. Present a good image to library customers. Volunteers shall dress appropriately for the performance of their duties and in accordance with the Dress Code Policy.
- vii. Do not lend money, contribute, or solicit money for outside organizations while you are on library property.

III. Health and Safety Are Always Important.

- i. Alert staff immediately if anyone has an accident while working with you.
- ii. Refer any customer in need of first aid or any type of medication to MLL staff.
- iii. Notify staff of any accident you have on library property.
- iv. Ask MLL staff for assistance with problematic behavior.

MLL policies and guidelines are available for volunteers upon request.

MLL reserves the right to discontinue your volunteer service at any time for whatever reason.

Signature of Applicant or Guardian of Applicant (if applicant is under 18)

Date