



EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

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Christopher B. McGee, *Director of Library Services*

Volunteer Policy

The East Bridgewater Public Library welcomes volunteers from the community to apply to assist with the operation of the Library. Volunteers are asked to complete a Volunteer Application and are chosen according to the needed tasks, the availability of proper supervision by a Library employee, and the skills of the volunteer candidate.

When performing Library duties, volunteers must act in accordance with Library policy 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 do not work directly with the public and are not assigned tasks in place of paid staff; their work supplements and does not replace that of paid Library employees. The Library Director reserves the right not to schedule people to work as volunteers.

Once accepted to the volunteer program, volunteers are encouraged to have a regular schedule, whenever possible. Individuals are expected to notify the Library of intended and unintended 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 Library as a whole.

Approved, Board of Trustees, May 12, 1997