

Sturgis Library Volunteer Policy

Sturgis Library offers volunteer opportunities to members of the community who wish to help enhance Library services and support the mission of the Library. Volunteers provide a variety of support services, but do not replace paid staff. We appreciate the range of skills and life experiences that volunteers bring to Sturgis Library each day. Our volunteers perform the work of one or more FTE employee every year, and that is a tremendous gift to us. We consider our volunteers to be a part of the Sturgis Library family.

Selection of Volunteers

Volunteers are selected based on their interests and qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of volunteers is primarily the responsibility of the Assistant Director, with input from the Library Director, Adult Services Librarian, and Youth Services Librarian.

Prospective volunteers fill out an application form and have an interview with the Assistant Director. Applicants who are under the age of 13 must also have signed permission from their parent or legal guardian. If there are no suitable volunteer opportunities available, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

Roles and Responsibilities

Volunteers perform a number of Library duties, including but not limited to:

- Shelving Library materials
- Gathering items that have been requested by patrons (paging list)
- Making sure Library materials are in the right place and shelves are neat (shelf reading)
- Preparing and compiling materials in our welcome packets
- Preparing Library materials for circulation (materials processing)
- Archives assistance
- Assistance with programs and staff-led events
- Assembling materials for appeal and fundraising mailings
- Help with special projects
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In addition to these duties, the Library has opportunities for volunteers who wish to be a member of the Events Committee, which is led by members of the Board of Trustees. This committee is responsible for fundraising events that support the annual operating budget. This is a great opportunity for those with creative ideas for fundraising events who enjoy working with a dynamic group of fellow committee members. Those interested in a role on the Events Committee should contact the Library Director at 508-362-8448.

Sturgis Library depends on its volunteers for a wide variety of tasks which otherwise need to be assigned to Library staff. We therefore ask volunteers to be reliable in their commitment to the Library and to notify staff in advance if they are unable to work their regularly scheduled time slot. When working in the public areas of the Library, volunteers are asked to refer all patron requests and questions to the staff.

Volunteers are asked to record the hours they work each week on the sheet on the volunteer bulletin board, so that we may use them for statistical purposes.

Training and Supervision

The Assistant Director coordinates the volunteer program and is available to discuss assignments, concerns, or questions. In the Assistant Director's absence, circulation and other staff can assist volunteers. Volunteers will receive specific training in their assigned duties. Announcements will be posted near the volunteer sign-in sheet when necessary. Occasional meetings will be scheduled for volunteers as appropriate.

Work Schedules

Volunteers only work during hours when adequate supervision is available. Typically, a volunteer works a 1 or 2 hour time slot each week. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Assistant Director or other staff member.

We ask that volunteers inform us if they cannot work on a particular day so that we may plan to assign that work to staff or another volunteer. If volunteers plan to take an extended vacation, we ask that they notify the Assistant Director so that they can plan accordingly.

Community Service

Persons who seek volunteer assignments at Sturgis Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Employment of Volunteers in the Library

Volunteers who are seeking paid employment in the Library should discuss any upcoming job openings with the Assistant Director.

Leaving Volunteer Service

We ask that volunteers inform us if they have to leave their position on a temporary or permanent basis.

In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be asked to resign from service.