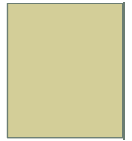


GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033



Volunteer Policy

The Granby Free Public Library values the time and the commitment of its volunteers and utilizes their assistance to enhance public service to the community. Volunteers provide support services to the library staff. Volunteers are expected to follow the library's policies and reflect a positive customer service attitude towards all library patrons.

All those interested in volunteering at the Granby Free Public Library must complete an application form and a Criminal Offense Record Investigation (CORI) form according to the laws of the Commonwealth of Massachusetts. By law, all volunteers must complete an online training in the Massachusetts Conflict of Interest Law within 30 days of beginning their volunteer position. Prospective volunteers under the age of 18 must also have signed permission from their parent or legal guardian.

A. Volunteer Job Description

- Requirements
 - Willingness to work in a public environment
 - Ability to interact with staff and public in a positive manner
 - Dependability
- Skills
 - Ability to pay close attention to detail
 - Ability to follow directions
 - Knowledge of alphabetical order
 - Manual dexterity
 - Some typing proficiency
 - Organizational ability
- Duties
 - Shelving books and other materials
 - Reading and organizing shelves
 - Assisting with programs for adults and children
 - Other duties as requested

B. Guidelines

- You will receive training from a staff member about the library and the work you will be doing. If you do not understand something about your assignment, please be sure to ask for help.

- Please dress in an appropriate manner. If you have any questions about acceptable attire, please ask a staff member.
- Please be courteous to all patrons and if they ask for help, explain that you are a volunteer and direct them to a staff member.
- By law, all patron information is confidential. Please do not reveal any patron information including patron names and materials they circulate.
- Volunteers are expected to act in accordance with the library policies.
- If you are ever injured while volunteering for the Granby Free Public Library, please report it immediately to the staff.
- You should understand that the Town of Granby does not provide workman's compensation, medical coverage, or liability for volunteers.

January 8th, 2007

Revised January 2016