

Policy for VOLUNTEERS

Recognizing that volunteers have provided services to the Milton Public Library since its Inception in 1871, the Milton Public Library Board of Trustees welcomes and encourages the use of volunteers. If given the opportunity to contribute their time and talent, volunteers often become strong advocates for improving the town library. Their contributions improve the level of service, increase productivity, and generate a tremendous reservoir of good will.

Although the work of volunteers is indeed valuable, it in no way detracts from the work of paid staff. Volunteers are not substitutes for paid staff and perform only ancillary tasks as directed by the professional staff like volunteers in schools, hospitals and other public institutions.

The Board of Library Trustees recognizes that the same good management principals used in general library administration shall be applied to volunteer workers. The Library Director will be responsible for all volunteers and with help from staff and/or a Volunteer Coordinator will assign volunteers to appropriate staff members for oversight. The Director shall submit a report about the volunteer program to Trustees annually.

SPECIFIC POLICIES

1. Volunteers should not be assigned to tasks that would cause a disruption in Service if there is an unanticipated absence.
2. Paid staff should never be pressured to "volunteer" their time.
3. It is recognized that making effective use of volunteers requires considerable staff time and effort and, therefore, not all volunteers who apply may be utilized.
4. Volunteer tasks, though ancillary, may overlap those of paid staff, as they have in the past; for example, internet training, book processing, or telling a story as part of a story telling program designed by paid staff. A one-time storytelling program developed by someone other than paid staff is considered special programming and it not considered part of the library volunteer program.

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