



THE PUBLIC LIBRARY OF BROOKLINE

Volunteer Policy

The Public Library of Brookline welcomes volunteers to help support our libraries and community. The time and skills provided by volunteers are invaluable to us. Library volunteers enhance services to the community by supporting and assisting, not replacing, our regular staff.

At the Public Library of Brookline, we embrace diversity and inclusion as core values. We welcome volunteers from all backgrounds, fostering an environment where everyone feels valued and respected. Our commitment to diversity enhances our ability to serve our community and creates an engaged volunteer community.

Purpose

This policy is designed to create a structured and rewarding volunteer experience while fostering a collaborative and impactful relationship between the Public Library of Brookline and its volunteers.

Selection of Volunteers

Community members interested in volunteering with the Public Library of Brookline should fill out an application indicating their interest in a particular volunteer position.

The Library may establish a minimum age requirement for each volunteer position, depending on the level of supervision and responsibility associated with the volunteer duties.

Upon receipt of a completed application, if the applicant meets our requirements and is able to fulfill the functions of the volunteer role, they will be invited to meet with a representative of the Library.

All volunteer applicants are required to undergo a Criminal Offender Records Information (CORI) check prior to being accepted as a volunteer.

Roles and Responsibilities

Amanda Hirst

361 Washington Street

Tel: (617) 730-2360

Library Director

Brookline, MA 02445-6810

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With limited exceptions, volunteers are expected to work the minimum number of hours as specified by the program requirements and make an informed commitment for the length of the program.

When working at or on behalf of the Library, volunteers should at all times wear a badge identifying themselves as volunteers.

Volunteers must act in accordance with all Library policies and procedures.

When volunteering at the Library, a volunteer should select neat casual attire. Many volunteer tasks require lifting, reaching, bending, and kneeling. As representatives of the Library, volunteers should conduct themselves in a professional manner and be pleasant and courteous to all.

Volunteers will be scheduled for shifts that meet the needs of the Library first and foremost and only be asked to work during times when adequate supervision is available.

Training and Supervision

Upon joining the volunteer program, each volunteer will be assigned a point-of-contact person at the Library. This contact person will be responsible for all necessary training, as well as supervision, of the volunteer.

Volunteers are expected to regularly check in with the point-of-contact person, and are encouraged to reach out to them with any questions or concerns regarding the program or their responsibilities.

Volunteers should promptly notify their designated point-of-contact person of any conflicts or incidents that take place while volunteering.

Recognition and Rewards

In the month of April, designated as Volunteer Appreciation Month, and periodically throughout the year, Library staff will come together to honor and express gratitude for the invaluable contributions made by our volunteers.

Leaving Volunteer Service

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The Public Library of Brookline retains the right to dismiss a volunteer at any time for any reason. Similarly, the volunteer may leave volunteer service at any time for any reason, though it is requested that notice be provided as early as possible.

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Voted by the Board of Library Trustees 12 September 2023

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