Guilford Smith Memorial Library

Volunteer Policy

The Guilford Smith Memorial Library (GSML) shall use the services of volunteers to supplement the efforts of paid library staff and interns to provide quality library services.

Volunteers need to present a positive image to the public and are expected to follow library policies and procedures:

- All individuals interested in volunteering for GSML must be approved by the Director.
- A volunteer is a person who performs tasks for GSML without wages, benefits, or compensations of any kind. Volunteers provide work for the library and will adhere to the same behavior codes as employees.
- Volunteers will come in contact with library patrons and serve as a representative of the library. Volunteers must present a professional, friendly demeanor at all times.
- This policy does not create a contract between the volunteer and the library. Both the volunteer and the library can terminate their association at any time, for any reason, without cause being stated.
- Volunteers under the age of 18 must have the consent of a parent or legal guardian. The library will not accept volunteers under the age of 14 and the library may limit the amount of time that these volunteers can work.
- Volunteers must follow all library policies and procedures, especially those relating to confidentiality of library records. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- Work performed by the volunteer will be supervised by library staff and the schedule of the volunteer is dependent upon the availability of staff to supervise.
- Volunteers must adhere to their schedule and notify the library if they will be late or absent.
- Should a volunteer have a grievance with a staff person, another volunteer, or library patron, the situation will be handled by the library director.
- The library will provide orientation and training to prepare the volunteer to perform their duties.

I have read and understand the GSML Volunteer Policy.

Volunteer:_____Date:_____

Library Director: _____ __Date:_____

Guilford Smith Memorial Library

Volunteer Application

Name:_____

Email:_____

Phone:_____

How old are you? Select one: 14-17   18+

Which areas are you interested in?

☐ Organizing/shelving library books or donations

☐ Helping with special programs/events

☐ Helping with semi-annual book sales (May and November)

☐ Joining the Friends of the Library

☐ Distributing library promotional materials around the community

☐ Preparing discards

☐ Inventorying supplies

Additional
comments:_____
_____
_____
_____

Date:_____

Signature:_____

GSML Volunteer Tasks

Some tasks may overlap, but a suggestive list is provided so we can ensure we have enough work for our interns to do when they are here.

Interns:
An intern is a student (i.e. ECSU, Horizons, etc.) who volunteers here for an extended period of time as part of their educational/vocational training.
Tasks for interns:
- Shelving books
- Shelf reading/shifting books
- Assisting staff with program prep, facilitation, and cleanup
- Changing out sign boards (including the one next to post office)
- Retrieving mail at post office
- Processing ILLs & pulling holds
- Creating displays
- Dusting shelves, disinfecting children's toys
- Scanning historical documents and uploading to computer and Preservica (only after training for this task)
- Other duties as assigned

Community Volunteers:
A community volunteer is someone from the general public who has chosen to volunteer either on a long term or short term basis.
- Shelving books
- Shelf reading
- Dusting shelves
- Assisting staff with program, prep, facilitation, and cleanup
- Decorating for special events
- Helping with semi-annual Book Sales
- Spring/Fall cleaning
- Wiping down children's books, DVD cases, etc.
- Distributing promotional materials around the community
- Preparing discards
- Maintaining any live plants, aquariums, terrariums, etc.
- Maintaining any toys in the library
- Inventorying supplies
- Keeping supplies in order
- Preparing refreshments for special programs

1/19/24