



## Use of Volunteers

### Role of Volunteers

The Westport Public Library welcomes the use of volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

### Selection and Retention of Volunteers

Volunteers are selected based on their qualifications and the needs of the library at any given time. Volunteers may be selected by department managers or supervisors based on a completed volunteer application form and an interview. The Library Director and staff shall use their discretion in determining the appropriate use and retention of volunteers.

### Friends of the Westport Library

The Friends of the Westport Library is a separate organization which supports the library in many ways, including volunteers. The Friends may recruit volunteers for various activities, including programs, book sales and special projects. Friends volunteers work under the direction of a designated library staff member.

### Training and Supervision

Volunteers will receive training in their assigned duties from a library staff member under the direction of a department manager. Volunteers shall work when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his or her supervisor.

### Community Service

Persons who seek volunteer assignments at the Westport Public 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.

The Library Board of Trustees reserves the right to amend this policy at any time.

Adopted by the Library Board of Trustees May 17, 2000.