

# Groton Public Library

## Volunteer Information

The Groton Public Library welcomes and appreciates volunteers and the work they do for the library and ultimately the community. Volunteers help with a variety of short and long term projects. Volunteers play an important role in the library but the work they do cannot and does not replace the work of paid employees.

Potential volunteers are asked to complete an interest form and are contacted when an opening is available. The library will make every effort to match a volunteer with their skills and interests. The relationship of volunteers is one of give and take.

The Groton Public Library will give the volunteers:

1. Recognition, a sense of respect and appreciation for their contributions.
2. Training and instruction on library operations and details of the job to be accomplished.
3. Support and the ability to learn from and turn to the staff when needed.
4. Participation in a welcoming and interesting environment.
5. A chance to be involved, use their skills, learn new skills and do meaningful work for the community.

In return, the volunteer will agree to the following:

1. Be at least 12 years old.
2. Agree to work a regular schedule, typically 2-4 hours a week for a three-month period. At that time, both the volunteer and the staff member they are working for will evaluate and either terminate, reassign or renew for another three months.
3. Call the library if unable to come in.
4. Sign in and out to allow the library to keep a record of hours of service.
5. Wear a volunteer badge to show their role and that they are donating their time.
6. Keep all information regarding patrons and or library business confidential.
7. Take any problems, criticism or suggestions to a staff member or the Library Director.
8. Not bring children to the library when volunteering.
9. Direct questions to staff members.
10. Remember to respect the need for quiet and not use volunteer time to socialize with staff and neighbors.

The Groton Public Library greatly appreciates and acknowledges the donation of time and talents from our many volunteers.