



TOWN OF MANSFIELD
MANSFIELD PUBLIC LIBRARY DEPARTMENTAL POLICY MEMORANDUM

Approved by: Leslie B. McDonough, Library Director
Effective Date: March 15, 2015
Subject: Mansfield Public Library Volunteer Policy

General Purpose

The Mansfield Public Library volunteer program is designed to expand and enhance public service to the community.

I. Selection of Volunteers

- Volunteers are selected based upon their qualifications and the needs of Mansfield Library.
- Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

II. Volunteer Tasks

- Volunteers may be used for special events, projects, and activities, or on a regular basis to assist staff.
- Services provided by volunteers will supplement, but not replace, regular services. Volunteers will not be used to replace paid staff.

III. Work Schedule

- Volunteers will work during the hours when adequate supervision is available.
- Work schedules and specific time commitments will be arranged by each volunteer and the staff person who is responsible for their work.
- The library depends on its volunteers to accomplish a wide variety of tasks. We therefore ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work when scheduled.

IV. Leaving Volunteer Service

- A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.
- In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.