

Bridgeport Public Library Volunteer Policy

The Bridgeport Public Library recognizes that library service can be improved through the use of volunteers. The Library Board itself is composed of volunteers who set policy, allocate resources and plan long and short term strategy for providing quality library services.

Role of Volunteers

The Bridgeport Public Library welcomes the use of volunteers to enhance library service to the community. Volunteers 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 City Librarian and staff will use their discretion in determining the appropriate use and retention of volunteers.

Training and Supervision

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

Behavior

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Community Service

Persons who seek a specific number of volunteer hours at the Bridgeport Public Library to meet a requirement set by an outside agency for the performance of community service are subject to the above selection process and all other provisions of this policy.

Friends of the Bridgeport Public Library

The Friends of the Bridgeport Public Library is a separate organization which supports the library in many ways. All Friends are volunteers and members are recruited for various activities, including programs, book sales and special projects through the volunteer coordinator of the Friends.

***In the event of a public health emergency, any library volunteer activities will be immediately suspended until the Library administration is able to issue guidelines bringing volunteer activities into line with advice/guidance from Federal, State and Local governments.**

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