

Volunteer Program Guidelines

March 2017

Mission and Core Beliefs

Thank you for your interest in BCPL's volunteer program. Volunteers play an integral part in fulfilling the Library's mission to *Discover, Explore, and Experience a lifetime of learning.*

How to Become a Volunteer

BCPL has many potential opportunities for volunteers. Look at our **Volunteer Opportunities** to see which one best fits your interests and experience. Please fill out and return a **Volunteer Application**, which is available online at <http://www.bcpl.org/docs/library/volunteer.pdf>. You may also pickup an application at any branch.

A coordinator will contact you to set up a time to discuss volunteer opportunities in person and to determine if your interests and skills match an available position. Potential volunteers should understand that not all branches need volunteers all the time and should not feel discouraged if their first choice of location has no openings.

What to Expect from BCPL

- Expect tasks that are meaningful. Some tasks may seem more interesting than others but all are essential to the operation of the Library.
- Expect training needed to complete a task.
- Expect a friendly, professional atmosphere.
- Expect to be treated with courtesy by both staff and customers.

Expectations of Volunteers

- A volunteer chooses to perform services for BCPL without compensation or expectation of compensation.
- A volunteer must be officially accepted into the program prior to performance of the task.
- A volunteer completes tasks as agreed upon.

- Volunteers adhere to an agreed upon schedule.
- Volunteers will record all hours worked.
- Volunteers wear a Volunteer name tag and dress appropriately for their assignment.
- Volunteers will treat both customers and staff with courtesy and will treat others in a way that they would like to be treated.
- Each building has a set of Emergency Procedures in place. In case of an emergency, volunteers will follow the directions of library staff to either exit the building or to shelter in place.
- Volunteers will adhere to policies within these guidelines.

Training

Training varies depending upon the task. One-time special events training will take place the day of the event. Ongoing positions will have thorough training before volunteers are asked to do anything on their own.

Advantages

- Volunteers are exempt from overdue fines. (Note: All customers are responsible for replacement costs for borrowed materials.)
- Volunteers may pre-shop the Library book sale at set times before the event.
- Volunteers will experience the camaraderie that comes from being part of the Library team.
- Volunteers will receive annual appreciation for their services.



Volunteer Opportunities

Thank you for your interest in volunteering at BCPL! Please look at the descriptions below to see if something we have is a good fit for you. Once you fill out a volunteer application form, please expect to be contacted via phone or email by a library volunteer coordinator within seven (7) business days.

Book Sale Room: Sort, shelve, box or dispose donated and withdrawn books and other materials; use computer to scan or look up materials; move boxes (up to 50 lbs.), carts and rearrange shelves as necessary; help maintain cleanliness and tidiness of Book Sale Room; and assist customers during book sales.

Event Specialist: Assigned to specific events to assist library staff before, during and after the event. Duties may include but are not limited to: facility preparation and chair setup; greeting participants; and facility break down after the event.

General Library Helper: Assist with the general appearance of branch buildings including but not limited to: light dusting; straightening shelves; wiping down computers and tables; and emptying of recycling bins.

Green Thumbs & Landscape Lover: Assist with plant care within branch buildings; cleanup of litter outside buildings; and basic maintenance of garden beds on library properties, including weeding, dead heading plants, raking leaves.

Local History: Assigned to the Local History Department to assist in collection processing, indexing, scanning, and events. Specific duties dependent upon skill set and interests of volunteer. Volunteer must be able to work independently.

Program Prepper: Assist with preparation of crafts and other materials used in various library programs. May also be asked to help in the set up and take down of small to medium sized child and adult programs.

Student Volunteer: Starting at age 12, students have the opportunity to earn community service credits by volunteering at the library. Student volunteers are coordinated through the Youth Services Department. Activities include, but are not limited to: cleaning toys; light dusting; straightening shelves; wiping down computers and tables; program prepping and special events.

Please note: Not all opportunities are available at all branches or at all times. BCPL reserves the right to decline the acceptance of a prospective volunteer if the volunteer seems unsuitable for a position or release a volunteer if their work is deemed unacceptable or whose skills do not fill a need in the library.