

## **Haston Library Volunteer Policy**

### **Guidelines**

The Haston Library welcomes volunteers in a variety of capacities, both short- and long-term. Individuals should complete a Volunteer Application, and may be asked to submit information for a Criminal Conviction Record check.

### **Volunteer Expectations**

1. Volunteers work under the direction and supervision of the Library Director, Library Clerk, or Board of Trustees.
2. Volunteers will be supervised by a paid staff member or Trustee while working with minors or members of other vulnerable populations.
3. Trustees of the Haston Library may provide volunteer services.
4. Paid staff may not volunteer to do the same work they are paid for.
5. Volunteers will not be paid.
6. Volunteers will document their hours worked.
7. Volunteers will be trained by the Library Director or Board of Trustees as needed.
8. Volunteers are expected to be friendly and courteous while representing the library.
9. Volunteers should inform the Library Director of any availability or scheduling changes as soon as possible.
10. Volunteers must abide by all [Library Bylaws and Policies](#)<sup>1</sup>, including the [Confidentiality Policy](#)<sup>2</sup>.

### **Background Checks**

The Haston Library may require a Criminal Conviction Record check for certain volunteer positions. If required, the library will cover the cost of obtaining this record.

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<sup>1</sup> <https://franklinhastonlibraryvt.org/about/bylaws-and-policies/>

<sup>2</sup> <https://franklinhastonlibraryvt.org/wp-content/uploads/2023/12/Haston-Library-General-Policies.pdf>

## Volunteer Opportunities

1. Board of Trustees
  - a. The Haston Library is governed by an all-volunteer Board of Trustees who are elected to staggered three-year terms. As a working board, members are hands-on with events and fundraisers, as well as guiding the library's future through planning and policy making.
2. Friends of the Haston Library
  - a. The Friends of the Haston Library support the Library through fundraising and staffing for programs, services, and activities. Call the library to learn more about membership.
3. Marketing and Publicity
  - a. Got a knack for graphic design? Love maintaining a calendar? Can't get enough social media? As our programming and outreach grow, so does our need to let people know about our exciting events. Volunteers are needed to work on publicity campaigns for specific events, and on longer-term marketing strategy.
4. Fundraising Event Planning and Staffing
  - a. The library holds many fundraising events throughout the year including the Town Meeting Day Lunch, Fireman's Barbecue Bake Sale, the Nancy Magnant Plant Swap, and others. Volunteers are needed to help with planning and publicity, and with staffing and logistics on the day of the event.
5. Shelving and Book Repair
  - a. Is your favorite part of the library the physical books? You can volunteer at the library to help with shelving projects, or with keeping our physical collection in tiptop shape.
6. Children's Crafts
  - a. We are always looking for folks who would like to lead a craft activity around the kids' table. This is especially needed during the summer and school breaks.
7. Story Time
  - a. The library hosts children's story time on Fridays throughout the year. Volunteers can sign up to read on a regular schedule, or to fill in as needed.

## 8. Programming

- a. The library presents dozens of programs every year, from historical talks to puppet shows. Volunteers can assist behind the scenes with finding and booking programs, or on the day of an event with set-up or greeting attendees and sharing information about the library.

## 9. Clerical and Organization

- a. If you have a talent for filing and organizing, the library could benefit from your efforts sorting through our collections of materials and documents.

## 10. Garden Maintenance

- a. Green-thumbed caretakers are needed for our Children's Garden and outdoor planters.

## 11. Workshops

- a. Part of the library's mission is to be a place where we can come together to share and exchange knowledge, expertise, skills, and ideas. Have something that you love doing that you'd be willing to share with and/or teach others? We'd love to hear from you.

## 12. Information Technology Support

- a. As more of our systems rely on technology, more expertise is needed to keep them running smoothly. If you aren't scared by the Windows Update screen, we could use your help.

## 13. Grant Writing

- a. Many grants exist to help small libraries like ours, but we don't always have time to find and apply for them. Perhaps you have time to work with the Library Director and the Town Clerk to put together an application or two?

## 14. Community Outreach

- a. Know of someone who could benefit from the services of the library but may be reluctant or unable to come to the building? We are looking for new and creative ways to reach out to those who would benefit from our offerings.

# Haston Library Volunteer Application

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_ Relation \_\_\_\_\_

Do you have library work or volunteer experience?   Y   N

What type of volunteer work are you interested in? Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> story time               | <input type="checkbox"/> leading workshops             |
| <input type="checkbox"/> children's crafts        | <input type="checkbox"/> community outreach            |
| <input type="checkbox"/> reading to others        | <input type="checkbox"/> programs and events           |
| <input type="checkbox"/> grant writing            | <input type="checkbox"/> marketing and publicity       |
| <input type="checkbox"/> shelving and book repair | <input type="checkbox"/> fundraising                   |
| <input type="checkbox"/> clerical and organizing  | <input type="checkbox"/> Friends of the Haston Library |
| <input type="checkbox"/> garden maintenance       | <input type="checkbox"/> Board of Trustees             |
| <input type="checkbox"/> technology maintenance   | <input type="checkbox"/> other _____                   |

Which days and times are you usually available?

- |   |  |
|---|--|
| <input type="checkbox"/> Monday      AM    PM   | <input type="checkbox"/> Tuesday      AM    PM |
| <input type="checkbox"/> Wednesday    AM    PM  | <input type="checkbox"/> Thursday     AM    PM |
| <input type="checkbox"/> Friday        AM    PM | <input type="checkbox"/> Saturday     AM    PM |
| <input type="checkbox"/> Sunday        AM    PM | <input type="checkbox"/> other _____           |