Volunteer Policy

The Milford Public Library welcomes the use of volunteers to enhance quality library service to the community. Volunteer services will supplement, but not replace, regular services. Volunteers shall not be used in lieu of full or part-time staff. Volunteers shall not work at the Public Service desk nor shall they lead library programs.

Selection and Retention of volunteers

Volunteers will be selected on a completed volunteer application, an interview, qualifications, ability to commit to a consistent schedule of volunteer hours, and the needs of the library. Anyone over the age of 13 is welcome to apply. While we appreciate every person who wishes to volunteer at the library, opportunities for volunteer work are limited. Applications will be kept on file for 6 months.

Volunteers shall maintain the confidentiality of all library information which they may encounter. This includes, but is not limited to, information regarding staff, volunteers, and patrons.

Training and Supervision

Volunteers will receive training from a library staff member under the direction of the Volunteer Coordinator. Volunteers may work in one or more departments.

The Volunteer Coordinator shall schedule volunteers for no more than 2 hours per day up to 3 days per week, based on need. Suitable attire and behavior is expected.
Volunteers are not employees of the City of Milford and not are eligible for employee benefits, including, but not limited to, health insurance and workers' compensation benefits.

Job Description

Requirements:

1. Willingness to work within the library environment
2. Ability to interact with patrons and staff in a positive and pleasant manner
3. Dependability
4. Schedule flexibility

Skills:

1. Ability to follow written and/or verbal instructions
2. Knowledge of alphabetical order
3. Some typing proficiency
4. Organizational ability

Typical duties:

1. Shelving books and materials
2. Covering books with new jackets
3. Reading and organizing shelves
4. Preparing paperbacks and periodicals
5. Organizing newspaper and periodical collection, including display of current issues

6. Cleaning DVD's and CD's
7. Photocopying
8. Assisting with library events
9. Assisting with projects
10. Other duties that may be assigned by the Library Director or his/her designee