

Ashland Public Library Use of Volunteers Policy

The Ashland Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are selected and retained for as long as the library needs their services and are expected to conform to all policies of the Ashland Public Library.

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, and volunteers will not be used in place of hiring full or part time staff. Volunteers cannot do the work of a paid staff member (per the union contract).

The Ashland Public Library does accept teen volunteers who are looking to complete their community services hours. The Library also accepts adult volunteers on an as-needed basis. The number of volunteers the Library can accommodate at any one time is decided on by the Director of Children's Services and the Library Director.

[Volunteer application](#) (or scroll down)

Volunteers may apply for paid positions under the same conditions as other outside applicants.

Approved Board of Library Trustees 1/11/2022, to be reviewed **every five years** starting January 2027

Volunteer Application

* Adults are required to submit to a criminal background check (CORI)

Name: _____

Volunteers 12 - 17 years of age: Please tell us your age and grade in school

Mailing Address:

Home Phone: _____

Cell Phone: _____

EMAIL: _____

FOR TEENS: Are you seeking hours for required community service for school or other organizations?

Yes _____ No _____

If yes, how many hours are needed? _____

Are you seeking hours for court appointed community service?

Yes _____ No _____

If you answered yes - Total number of hours you'd like to serve at the Library

What days are you available to volunteer? Please check all that apply:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

What time of day do you prefer?

Morning _____ Afternoon _____ Evening _____

Number of hours per week you are available to volunteer: _____

Volunteer work preferred (please check all areas of interest)

- Shelving
- Shelf-reading (checking that materials on shelves are in correct order)
- AV material cleaning & repair
- Dusting shelves
- Making photo copies / collating
- Putting DVD discs away
- Homework tutoring
- Computer instruction (for example - showing Senior citizens how to use email accounts)
- Shredding/ cutting up scrap paper

Volunteer work requires the ability to sit, stand, walk, climb stairs, talk, hear, write, handle, feel or operate objects, tools or controls; reach with hands and arms, bend, climb, crouch and lift materials weighing up to 40 pounds.

For Library Use Only

Date

Assigned

Task

Assigned day and time

The Ashland Public Library values the time and the interest of citizens who would like to volunteer. Volunteer service aids the Library in making the best use of its fiscal resources, Volunteers, on behalf of the Library and with staff direction, partner with staff to provide support necessary to implement the mission and programs of the library system, Volunteers of the Library serve in many capacities. All those interested in volunteering in the Library must complete an application form which will help the Library determine volunteer responsibilities. The selection of volunteers is based on the qualifications of the applicant, the needs of the Library at any given time, and the volunteer's ability to commit to a schedule of hours. While we appreciate every person who wishes to volunteer at the Library, opportunities for volunteer work are limited.

If you are interested in helping with programming for children or adults, sorting used books for the Book Sales, fundraising, writing newsletters, or helping with administrative tasks please contact the Friends of the Ashland Public Library.

<https://friendsoftheapl.org/>

The Ashland Public Library maintains an equal opportunity policy. Volunteers are recruited, placed, trained, recognized and dismissed on the basis of competence and job performance, without regard to race, creed, color, religion, gender, sexual orientation, age, national origin, marital status, disability or political affiliation.

The Library shall make use of the services of interested volunteers to supplement and not replace work done by the paid library staff. Volunteers are not covered by Town insurance, including Workman's Compensation. Adults wishing to volunteer at the Library will be required to submit to a criminal background check, or CORI.

Please be prompt and notify us if you are unable to make it to the Library at your regularly scheduled time. The Library phone number is 508-881-0134 ext. 10 for the Adult Department or ext. 13 for the Children's Department.