

Volunteer Policy

Role of Volunteers

The Kennebunk Free Library welcomes the use of volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Sample volunteer tasks include:

- Packing and unpacking daily interlibrary loan deliveries
- Pulling requested items off the shelves
- Preparing crafts for programs and kits
- Shelf reading
- Making outdoor signage
- Cleaning discs

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 the Volunteer Coordinator or department managers based on a completed Volunteer Application Form and an interview. All adult volunteers over the age of 18 are required to complete and sign the Volunteer Screening Authorization Form or Background Check Form prior to beginning their volunteer work. The Library may not be able to accept all applicants based on the tasks and/or staff supervision available. Generally, we are unable to accommodate a large number of hours within a short period of time. The Library Director and staff shall use their discretion in determining the appropriate use and retention of volunteers.

Youth Volunteers

Youths under the age of 18 are welcome to apply to volunteer at Kennebunk Free Library. Parents/guardians of youth volunteers must sign a consent form for their child to perform volunteer service hours at the Library.

Court Ordered Community Service

Individuals required to fill court ordered community service are welcome to apply to volunteer at Kennebunk Free Library

Training and Supervision

Volunteers will receive training in their assigned duties from the Volunteer Coordinator or another library staff member. Volunteers shall work when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and their supervisor.

Approved and Revised by the Library Board of Trustees 2/23/10; 10/26/21