

**Portland Library**  
**20 Freestone Avenue**  
**Portland, CT 06480**  
**860-342-6770**

## Volunteer Policy

The Portland Library uses volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Volunteers are selected based on their qualifications and the needs of the library at any given time. Selection of volunteers is the responsibility of the Head of Technical Services. A prospective volunteer must complete an application form and be interviewed by the Head of Technical Services and/or the staff member who will be supervising the volunteer.

Volunteers will receive training in their assigned duties from a library staff member. The volunteer supervisor is the Head of Technical Services unless otherwise specified at the time of selection. A copy of the library's Volunteer Information manual will be provided to each volunteer upon selection. This manual contains information about the library procedures that volunteers are expected to follow and answers the questions that library volunteers commonly raise.

Volunteers shall work during the hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his or her supervisor.

Persons who seek volunteer assignments at the Portland Library in order to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

A volunteer selected for work on a special project will discontinue service when that project is completed, unless other arrangements have been made.

Volunteers must follow the Town of Portland employment process in order to obtain paid employment in the library.

Approved by the Library Board  
December 21, 1995  
Revised February 18, 1999  
Revised August 19, 2004   **Last updated 3/17/2011**