

Thomas Crane Public Library

Information for Prospective Volunteers

Thank you for your interest in volunteering at the library. Our volunteers play an important role at the library, helping with routine tasks such as putting away books and preparing storytime crafts, and assisting with direct public service programs such as adult literacy tutoring and English conversation groups for new English speakers.

As you consider becoming a library volunteer, please review the guidelines below and the Library's Volunteer Policy to see whether this is the right opportunity for you.

Dependability: Despite the fact that volunteers are not paid for their services, the library must be able to depend on them. The work of volunteers will be viewed by the public as a reflection of the library as a whole, and the work of the staff can be very much affected by volunteers' contributions. Therefore, we look for a high level of dedication and performance from our volunteers.

Time Commitment: Volunteers are assigned to a staff member who supervises their work. Each volunteer and their supervisor will agree on a specific work schedule and time commitment. Schedules and length of commitment vary depending on the volunteer job assignment, but most assignments require a minimum commitment of two hours per week for at least six months. We ask volunteers to be punctual and provide notice of absences or plans to leave the position.

Assignments: Many of the available volunteer tasks either are basic and repetitive with only minimal training required, or are complex and challenging and require extensive training and a longer term commitment. Please be aware that your interests and skills may not suit the library's needs at this time. If you are accepted as a volunteer, the changing needs of the library could mean that we will ask you to alter your duties. If your work is no longer necessary or proves unsatisfactory, you may be released from your position.

If these guidelines meet your expectations, please submit a Volunteer Application. You will be contacted and interviewed by a library supervisor, at which time you can ask any questions about these guidelines or the attached policy.

The Board of Library Trustees and the staff appreciate your willingness to serve your community through our public library.