

Chester County Library

Volunteer Policy

Mission Statement

Chester County Library is a public institution providing services and resource information to meet the community residents' personal, educational, and professional needs. Special emphasis is placed on providing popular reading, listening, and viewing materials, and to stimulate young children's interest and appreciation for reading and learning.

Vision

The volunteer program is looking to fill several specific volunteer positions, with varying tasks that will greatly improve the user experience here at the library.

Who Can Volunteer?

Age

The volunteer program will accept volunteers who are 14 years of age or older. Volunteers between the ages of 14 and 18 will need to provide one letter of reference by an adult (this can be a parent, teacher, employer, etc.). Adults 18 and older need only provide a reference that is not a family member on the physical application.

Skills

Volunteers are asked to be flexible in the tasks they perform and to have good communication skills. They must be able to follow instructions and work independently. Further qualifications will be discussed in specific volunteer job descriptions.

Time Commitment

The library has several different positions available, but they will all generally require a minimum of 2 hours per week, for a period of three months. Short term commitments may be available during particularly busy times, but they are never guaranteed.

Expectations

Conduct

Like staff, volunteers are representatives of the library. They should present a positive image to patrons and the community and are expected to act in accordance with the same rules as the staff.

Dress Code

Volunteers must dress appropriately for their duties and are expected to follow the same dress code as the staff.

Training and Supervision

Volunteers will be expected to go through a short orientation and training period. This will be administered by the Library Director. The training will be covered in greater detail in the

volunteer job descriptions, as each position has different tasks. Volunteers are to be supervised by the Library Director, or by other designated staff in her absence.

After You Start Volunteering

Record Management

The library maintains records on each volunteer who submits an application. These records include dates of volunteer service, duties performed, evaluations, training, and any awards or special recognition gained throughout the program. These records are completely confidential, and volunteers are responsible for submitting updated information for these records.

Evaluation

Like an employee, it is important for volunteers to receive feedback on their work. Volunteers will receive periodic evaluations to review their performance. These evaluations will also allow the volunteer a chance to voice any concerns.

Recognition and Benefits

Volunteers who have completed at least 20 hours of service will be able to use the library (and the library director) as a professional reference.

Time volunteered can be counted towards community service hours. Bring any paperwork that needs to be filled out and give to the Library Director.

How Do I Apply?

Complete a volunteer application and return to the Library Director, Savannah Gilbert.

Library Information:

Email: library@chestercountylibrary.net

Phone Number: 731-989-4673

Address: 1012 East Main Street
Henderson, TN 38340

Hours of Operation:

Monday: 9:30 am - 5:00 pm

Tuesday: 9:30 am - 5:00 pm

Wednesday: 9:30 am - 5:00 pm

Thursday: 12:00 pm - 7:00 pm

Friday: 9:30 am - 5:00 pm

Saturday: 9:30 am - 12:30 pm

Sunday: CLOSED

Volunteer Job Description: Adopt-A-Shelf

Overview: Stake your claim over a little section of the library! When you fill this position, pick your favorite section or area—cookbooks, crafting books, biographies, or even James Patterson—and claim responsibility for keeping that area neat and tidy! As an Adopt-A-Shelf volunteer, you will come in for an hour or two every couple of weeks and look over your area. You can even volunteer for a few minutes while you browse for books to check out! Straighten up the shelves and look out for any items that may need attention. This position is highly flexible, because the library could always use a little extra attention. We want to work with your busy schedule to allow you to give back whenever you can! *Areas include: Biographies, Cookbooks, Adult Non-Fiction, Tennessee Room.*

This Position Might Suit You If: You like to spend too much time in the stacks. You like to organize and enjoy bringing order to chaos. You like to work independently and stay focused on the tasks you are given. You don't mind answering general patron questions (like directions to a specific resource). You want to volunteer, but your schedule is hectic.

This Position Lets You: Become more familiar with materials that you enjoy. You never know what you might find! Claim responsibility for how good your section looks! Volunteer as a family! It's a great time for bonding and inspiring responsibility and cleanliness! Watch out for any items that may need some TLC (or replacement).

What We Ask of You:

- To love the idea of keeping your library clean and tidy.
- Knowledge of or willingness to learn the Dewey Decimal system.
- Desire working independently.
- Light housekeeping skills—cleaning, dusting, straightening, picking up trash, etc.
- Ability to read, write, follow written and verbal instructions, and document progress.

Availability: Does not have to be available every week.

Volunteer Job Description: Children's Area Assistant

Overview: With so many children in and out of the library every day, it is always a huge undertaking to keep the Children's Area clean and tidy. As a Children's Area Assistant, you would come in at least once a week for a couple of hours and help look over the shelves and play areas. You will ensure that the children's toys are always neat and orderly, as well as germ-free for the next kids! *We prefer to have someone come in at the same time, regularly, so we can ensure that only one Children's Area Assistant is present at a time.*

This Position Might Suit You If: You are able to work through nearby noise (such as children playing). You don't mind cleaning up after children.

This Position Lets You: Work independently. Help provide children with a clean and orderly play area while they visit the library.

What We Ask of You:

- To love organizing books, toys, puzzles, etc.
- Light housekeeping skills—cleaning, dusting, disinfecting, etc.
- Ability to read, write, follow written and verbal instructions.

****Please note that this position does not include things like reading to children for story time.**

Availability: Prefer weekly but is flexible position.

Volunteer Job Description: Media Maintenance

Overview: This position is for volunteers who want to help keep the audio-visual materials neat, organized, and in working order. It's one of the library's most popular sections, so naturally it needs to be constantly tended to! As a Media Maintenance Volunteer, you will come in at a regular time every week, at a time that you choose. You'll come in and shelve DVDs or Audiobooks, as well as clean discs to ensure they are in working order. We prefer to have someone come in at the same time, regularly, so we can ensure that only one Media Maintenance Volunteer is present at a time. You set the time and we will work around your schedule to make sure you can get in your volunteer hours your way!

This Position Might Suit You If: You love music and movies. You like to organize your personal music and movie collections. You like to take care of physical media and hate fingerprints on your DVDs.

This Position Lets You: Become familiar with our DVD collection. You might just find a new favorite movie!

What We Ask of You:

- To enjoy keeping things neat and orderly.
- Be willing to learn how to operate a disc buffer properly.
- Be able to sort numerically and alphabetically.
- Be comfortable working independently.

Availability: Prefer weekly but is a flexible position.

Volunteer Job Description: Shelving Assistant

Overview: This position is for volunteers who want only to shelve materials. As a shelving assistant, you can come in regularly and volunteer to shelve materials in all areas of the library. We prefer to have someone come in at the same time, regularly, so we can ensure that only one Shelving Assistant is present at a time.

This Position Might Suit You If: You enjoy being active and moving around. If you enjoy seeing what all the library has to offer.

This Position Lets You: Become familiar with our full collection and get experience in the library.

What We Ask of You:

- To enjoy keeping things neat and orderly.
- Knowledge of or willingness to learn the Dewey Decimal system.
- Be able to sort numerically and alphabetically.
- Be comfortable working independently.

Availability: Prefer volunteers on Tuesdays and Thursdays.

Volunteer Job Description: Event Assistant

Overview: This position is for those who would like to volunteer at various events. These events include but are not limited to Storytime Crafts, Summer Reading Program Activities, Open Houses, and Library Card Sign-Up Events.

This Position Might Suit You If: You enjoy being around other members of the community, enjoy working with children.

This Position Lets You: See firsthand the difference that the library makes in the lives of our community members!

What We Ask of You:

- Be willing and comfortable with communicating with the public.
- Be comfortable with fast-paced events.
- Be comfortable with large crowds.
- Be able to sort numerically and alphabetically.
- Ability to read, write, follow written and verbal instructions, and document progress.
- Be comfortable working in a group or independently as the event situation calls for.

Availability: As needed.