

Day of Learning Notes

Managing Volunteers

Linda Shea and Roz Conner, Sidney Memorial Library

The Sidney library uses one volunteer per day. Volunteers work a 90 minute shift. In 2015, the library recorded 600 hours of volunteer work.

Volunteers complete an application form that collects their time availability and the tasks they would like to do. Linda meets with each volunteer before they begin, gives them a tour, and goes over the expectations. Most of the volunteers spend their shift shelving. Linda gives them slips of colored paper to place in books that shelved so they she can double-check their work.

The Sidney library does a volunteer recognition thing twice a year with cookies and certificates.

Along with shelving, volunteers also do shelf-reading, pull books for displays, and looking for items marked missing.

The library encounters many volunteers who want to read to children that do not have the right skills to do so.

It is important to set guidelines for volunteers to that everyone understands what is expected. Some volunteers think that volunteering will lead to paid employment.

It can be very awkward for library staff when trustees volunteer.

In Sidney, volunteers to not work behind the circ desk.

When a volunteer is not working out, library staff approach them gently with phrases like “this isn’t a good fit”, and “this just isn’t working out”. They are also given a list of other opportunities for volunteering in the community.

Kenneth Roman, George F. Johnson Memorial Library (Endicott)

The volunteer program at Endicott is overseen by Cathy Seary.

Cathy interviews prospective volunteers after they complete the sign-up form and receive an information sheet with the expectations for volunteers. Kenneth organizes the teen volunteers. At this point, teens only volunteer during the summer.

Volunteers are expected to record their hours. Their tasks include shelving, program set up, and program clean up.

Kenneth is working to get teen volunteers to help plan and run programs for other teens.

Make sure that volunteers do not have access to confidential patron information.

Endicott advertises for volunteers (on the library website), but Sidney does not.

If you are looking for volunteers, try contacting the local BOCES.

Also, try the options below:

The Place (Chenango County) - <http://www.theplacenorwich.com/>

United Way

Delaware & Otsego County - <http://www.unitedwaydo.org/>

Broome County – <http://www.uwbroome.org/> (esp. RSVP)

Chenango County - <http://www.chenangouw.org/>

Town or Village Court (Community Service)

Action for Older Persons - <http://actionforolderpersons.org/>

Local High School Guidance Office

Local Colleges