

Volunteer Fact Sheet

The Welles-Turner Memorial Library welcomes community volunteers and provides several programs in which their services may be used. Some volunteer programs may be co-sponsored with The Friends of the Welles-Turner Memorial Library.

Role: The library uses volunteers to enhance service to the community. Generally, volunteers provide support service to staff and/or work on special projects.

Selection: Volunteers are selected based on their qualifications and the needs of the library at any given time. Prospective volunteers must fill out a Volunteer Service Application form.

Job descriptions, training, supervision: Job descriptions outline qualifications, duties and training requirements for each volunteer position. Volunteers work with and are trained by a specific supervisor in one of the library departments. Volunteers are expected to take direction from the supervisor who is responsible for their work and may be removed by the supervisor.

Work schedules: Volunteers work during the hours when adequate supervision is available. Schedules and specific time commitments are arranged individually by each volunteer and his/her supervisor.

Employment of volunteers in the library: Volunteers should follow the Town of Glastonbury employment process in order to obtain paid employment in the library.

Insurance: Worker's Compensation does not cover library volunteers. Volunteers cannot use town vehicles as part of their volunteer assignments. Volunteers who use their own cars on town business are required to carry current auto liability insurance in minimum amounts required by Connecticut State Law.

Special Volunteer Programs

Court-assigned community service: The library accepts Glastonbury residents for court-assigned community service work based on the needs of the library at any given time. Applicants are screened by the library director and assigned to various departments based on their skills and department needs. Participants in this program are expected to abide by the above policies.

Community service/youth programs: The library accepts applications from Glastonbury young people wishing to do community service to meet service requirements for school, scouting, religious youth groups and other similar projects. Generally, supervisor limitations limit this program to two (2) applicants at any one time.

Volunteer applications are available at the lending desk. Please return to:

Library Director
Welles-Turner Memorial Library
2407 Main Street
Glastonbury, CT 06033