

Volunteer Policy

(October 2025)

The West Falmouth Library encourages volunteerism. This takes many forms at the Library, and is deeply appreciated and is critical to the operation of the Library.

We welcome all volunteers, including those who are able to make a commitment to a regular schedule of volunteer hours in the Library, as well as those who are more comfortable volunteering at events and programs as their own personal calendars permit. Both categories provide invaluable support to the Library.

Volunteering in the library often requires a consistent schedule and training for those volunteering in direct library services. However, the library is also supported by many volunteers for fundraising and community events at numerous times throughout the year. Sign-ups to volunteer for these events typically occur a few weeks in advance of the event. The Library also maintains a volunteer database which can be used to contact individuals for specific purposes.

To maintain our certification, the Library is required to report volunteer hours to the Massachusetts Board of Library Commissioners (MBLC) annually. Also, grant applications typically inquire about community support, which includes volunteer efforts. All metrics we can provide on volunteer activities (number of volunteers, hours provided, tasks) help us fulfill these requests. Consequently, volunteers are required to assist Library staff in keeping track of volunteer hours, in the manner requested by Library management.

The Library cannot accept volunteers under the age of sixteen, except by special arrangement with the Library Director.

The work of volunteers supplements, but does not replace that of paid employees. The Library is dedicated to ensuring the safety of all volunteers and making sure that volunteers feel comfortable in their assignments.

A CORI (Criminal Offender Record Information) check will be required of all volunteers.

Volunteers and volunteer services are accepted at the discretion of the Library Director and/or the Board of Directors.