

Thank you for your interest in BCPL's volunteer program. As a volunteer, you can help to cultivate a learning environment while making the Library a welcoming place.

Mission and Core Beliefs

Volunteers play an integral part in fulfilling the Library's mission to *Discover, Explore and Experience a lifetime of learning.*

How to Become a Volunteer

BCPL has many potential opportunities for volunteers. Review the Volunteer Opportunities to see which one best fits your interests and experience. Please fill out and return a **Volunteer Application** available on the Library website or at any BCPL location.

A coordinator will contact you to set up a time to discuss volunteer opportunities in person and to determine if your interests and skills match an available position. Some locations may not need volunteers at this time, but we will look at other location options.

What to expect from BCPL

- Expect tasks that are meaningful. Some tasks may seem more interesting, but all are essential to the operation of the Library.
- Expect training needed to complete a task.
- Expect a friendly, professional atmosphere.
- Expect to be treated with courtesy by both staff and customers.

Expectations of a Volunteer

- Volunteers choose to perform services for BCPL without compensation or expectation of compensation.
- Volunteers must be officially accepted into the program prior to performance of the task.
- Volunteers will complete tasks as agreed upon.
- Volunteers will adhere to an agreed upon schedule.
- Volunteers will record all hours worked.
- Volunteers will wear a Volunteer name tag and dress appropriately for their assignment.
- Volunteers will treat both customers and staff with courtesy and treat others in a way they would like to be treated.
- Each building has a set of Emergency Procedures in place. In case of an emergency, volunteers will follow the directions of library staff to either exit the building or to shelter in place.
- Volunteers will adhere to policies within these guidelines.

Training

Training varies depending upon the task. One-time special events training will take place the day of the event. Ongoing positions will have thorough training before volunteers are asked to do anything on their own.

Advantages

- Volunteers will experience camaraderie that comes from being a part of the Library team.
- Volunteers will receive annual appreciation of their services.

Volunteer Opportunities

Thank you for your interest in volunteering at BCPL. Please review the descriptions below to see if something we have is a good fit for you. Once you complete a **Volunteer Application**, please expect to be contacted via phone or email by a library volunteer coordinator within seven (7) business days.

Buy the Book (book sale room)

- Sort, shelve, box or dispose donated and withdrawn books and other materials.
- Use computer to scan or look up materials.
- Move boxes (up to 50lbs) and carts, and rearrange shelves as necessary.
- Help maintain cleanliness and tidiness of Buy the Book.

Archive and History Center

- Assist Archive and History Center staff with the local history collection.
- Duties include, but not limited to, collection processing, indexing, scanning and events.
- Specific duties dependent on skill set and interests of volunteer.
- Must be able to work independently.

Event Specialist

- Assist library staff before, during and after assigned events.
- Duties may include, but not limited to, facility preparation and chair set-up, greeting participants, facility breakdown.

Program Prepper

- Assist library staff with small to medium sized child and adult programs.
- Duties may include, but not limited to, preparation of crafts and other materials used in various programs, set-up of programs, and clean-up/take-down of programs.

General Library Helper

- Assist library staff with general appearance of branch buildings.
- Duties may include, but not limited to, light dusting, straightening shelves, wiping down computers and tables, and emptying recycling bins.

Green Thumbs and Landscape Lover

- Assist library staff with greenery and grounds keeping.
- Duties include, but not limited to, plant care within branch buildings, clean-up of litter outside buildings, basic maintenance of garden beds on library properties including weeding, dead heading plants and raking leaves.

Student Volunteer

- Beginning at age 12, students can earn community service credits by volunteering at the Library. Student volunteers are coordinated through the Youth Services Department.
- Duties include, but are not limited to, cleaning toys, light dusting, straightening shelves, wiping down computers and tables, prepping programs and special events.

Please note: Not all opportunities are available at all locations or at all times. BCPL reserves the right to decline the acceptance of a prospective volunteer if the volunteer seems unsuitable for a position. BCPL reserves the right to release a volunteer if their work is deemed unacceptable or whose skills do not fill a need in the library.