



Volunteer Gardener Policy

Volunteers are an important part of the library and the community, helping to keep the library running smoothly. Like staff, volunteers must follow our library policies and be a part of a positive customer service environment. Please take a moment to read over our volunteer policy.

Definition: A *volunteer* is someone, 16 years or older, who performs tasks at the library without remuneration. Age exceptions can be made by the library director.

Volunteers and the library have the right to terminate a volunteer's time at the library at any time, for any reason, with or without cause.

Hours will be determined by the Volunteer Coordinator and the volunteer and directed by the coordinator or a designated staff member during normal library hours.

Volunteers are chosen based on their skills and the needs of the library. All volunteers must fill out an application and have a short interview with the Volunteer Coordinator. Volunteers will supplement but not replace work performed by staff. If there are no volunteer opportunities open, applications will be kept on file for 1 year.

Volunteer Gardeners will be trained on how to spot a weed, wildflower or intentionally planted specimen. The Volunteer Gardener will maintain an area of the library's gardens throughout the summer, from April 30 through September 1.

Skills desired:

- Flexibility: Willingness to try a variety of projects and tasks.
- Communication and listening: Willing to follow directions and ask questions if they are unclear.
- Be able to work independently.

Guidelines

- Volunteers will be instructed in basic gardening skills as needed by the Volunteer Coordinator.

- Volunteers are asked to always wear a library apron while volunteering.
- Volunteers are expected to refer all requests for information, besides directional questions, to the library staff on duty.
- Volunteers must follow the library's rules of conduct, drug and alcohol and sexual harassment policies.
- Discriminatory or racist incidents will not be tolerated.
- If a volunteer has an altercation with a staff person, volunteer or library patron, the Volunteer Coordinator will make every attempt to rectify the situation.
- Volunteers are asked to maintain confidentiality of all library information.
- A volunteer's personal information is for internal use only.

Specific tasks that may be performed by a Volunteer Gardener:

- Maintain an assigned area of the library's gardens.
- Keep the assigned area free of weeds.
- Remove garbage in and around the gardens.

The Baldwinsville Library has a strong equal opportunity policy. Volunteers will be recruited, trained and dismissed based on performance without regard to race, creed, religion, gender, sex, orientation, age, national origin, marital status, disability or political affiliation.

Jacquie Owens

Volunteer Coordinator

JacquieO@bville.lib.ny.us

315-635-5631

Things to Know When Volunteering

Hello! I am so glad you are joining us! Here are a few hints and tips and information to help you get started.

- Always wear an apron with the library logo on it.
- Store your personal items in the staff lunchroom where you can hang your coat.
- Always ask if you need any information or help. The following people oversee different areas of the library, but you can ask any employee. We will wear name tags.
 - Nancy Howe – Director
 - Dania Souid – Young Adult Services Librarian
 - Jacquie Owens – Volunteer Coordinator and Communications Librarian
 - KC Verhage – Children's Services Librarian
- Whenever possible, schedule the times and dates you will be coming in with the Volunteer Coordinator. Because the gardens need tending on an as needed basis, you don't always need to schedule ahead of time. As long as you have a BPL apron on, you can tend to your area.
- Sign in at the Circulation Desk in the Volunteer notebook. It is important to keep track of everyone at the library in case of an emergency.
- If you cannot come on a scheduled day, have questions or concerns, please call the library or email the Volunteer Coordinator.
 - Library: 315-635-5631
 - Volunteer Coordinator: Jacquie Owens, jacquieo@bville.lib.ny.us

Sign in at the Circulation Desk in the Volunteer notebook every time you come in.

We must keep track of everyone at the library in case of an emergency.

Thank you again for your time!

Jacquie Owens

Volunteer Coordinator and Communications Librarian
Baldwinsville Public Library